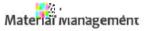
How to TransferComputersand Monitorsto the TUEduCycl@omputer Reconditioning Program

Effective September 12, 2015, please transfer the following old or unneeded technology to the TU EduCycle Computer Reconditioning Program (EduCycle Computer to Materiel Management for disposal:

- x Dell OptiPlex 7040 ó ìcômputer models and newer
- x Dell LatitudeEXX ŏ0, EXX ñ0ôXX y y ŏ ì aneodver
- x All Windowscomputerspurchased in 2014 or later
- x All Mac computers purchased 20013 or later
- x All tablets,

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Taterial Manageme

	N NEIEIEILE NUIIDEI.	Date Needed.		
udge	ment Name: Office of Technology Set Code (Required)* 12345 es apply, department will be contacted before services			
ontac	ct Person: Tom 0		Ext. Number	11
/pe c	f Service: The particle of the	deptGrew.N	eeded? YesJrad	sterred to EduCycle
	Description of Property	Property Tag #	From: Bldg/Room	To: Bldg/Room
	ຼົດທີ່ - ເລັ່ນໄດ້ຄະໜຸ <mark>ຄື </mark> ໄດ້	122455 224557		CK0028
T	n ³ptipiex /∪40°°	345678~	AD0123~~	CK0028
	Monitors	NI AS	ADULZS	CK0028
	Speakers	NT	AD0123	CK0028
	Boxes of keyboards, mice	NT	AD01179	CK0028
	Box of power and video cables	NT	AD0123	CK0028
.es.	Contact Salley M. Smalls at 45672 for the possible of the poss	certify that compute		
	To request crates	and dollies, please en	nail MMSR@towson.edu.	