Computer Turn-In Inspection Form
(Must be completed and attached to Moving and Service Work Request.)
Part I
(Must be completed by Department.)

Department:

Telephone:

Account:

Location/Bldg:

Room No:

Contact:

Date:

Description of computer hardware (List tag number, serial number and components):

Part II
(**Must** be completed by Computer Service Technician.)
Do not fill out.

Status:

Operative

Inoperative

New

Used

Condition:

Excellent

Good

Fair

Poor

Repairable:

Economical

Uneconomical

Scrap Metal

Disposition:

Repair

Transfer

Repair Parts Use Only

Hard Drive Cleaned

If transfer is checked, to whom?

Computer Value:

Estimated Value: $

Estimated Repair Cost: $

Technician Comments:

Technician Certification:

I certify that the computer hardware listed above has been inspected to determine if equipment if can be further used within the University.

Inspected By:

Computer Technician:

Date: