

Photocopier Removal

Have the vendor fill out before they unplug your old machine.

Vendor must record the final meter read on this form. If a machine has hard drives/data storage, the University will accept the Vendor's recycling and destruction process of the machine's hard drive. Vendors must sign this form stating they have a disk removal program to destroy our data on the hard drive/data storage capability or they state the machine does not have a hard drive data storage. If the vendor does not have a disk removal program, the hard drive must be removed by the vendor and given to the department.

Send this original document to Procurement Officer Gabriel Earle: gabriel.earle@mso.umt.edu

Photocopier	
Make and Model	
Serial Number	
Final Meter read	
Date Removed	

Procedure and information must be verified by the department or vendor as indicated below:

	Verified by (printed name and signature)	Department	Phone number	Date
Machine has hard drive/data storage? Y or N				
Who has received the photocopier?				