How to Transfer Computers and Monitors to the TU EduCycle Computer Reconditioning Program

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

- Dell OptiPlex 980, 990, 9010 computer models and newer
- Dell Latitude E64XX, E54XX, E65XX, E55XX, E72XX, E74XX, E73XX, and newer
- All Windows computers purchased in 2010 or later
- All Mac computers purchased in 2010 or later
- All tablets, e.g. iPads, Surface, Android, etc.
- All LCD monitors

For directions to find your computer model and acquisition date see: Find Your Computer Model and Find Your Computer’s Acquisition Date.

You will still need to fill out a MMSR and follow the existing Materiel Management Property Management policies. Be sure to include all parts, cables, adapters, and accessories including your keyboard and mouse that came with the computer and monitor. We can salvage parts from broken computers, so send them to EduCycle even if they don’t work! We will then dispose of what we cannot use following Materiel Management policies.

Instructions:

1. Make sure you wipe or erase all data from the hard drive in the computer/s you are transferring.
   a. Contact the Faculty/Staff Help Center if you need assistance with this at 410-704-5151.
2. Find the most recent version of the MMSR in the Forms Repository under MOVING/DISPOSAL/SURPLUS FORMS.
3. Prepare a MMSR following the sample MMSR below.
4. Be sure to check the compliance box at the bottom of the form certifying that the computer hard drive has been erased or wiped for transfer to EduCycle, just as it would be if it were being disposed.
5. Make sure to secure your department’s Authorized Signature.
   a. Ask your department office if you are not sure who is authorized to sign MMSRs. This is the Inventory Coordinator for you department.
6. Send the MMSR using scan to email to EduCycle@towson.edu to obtain the “New Department Signature”,
   a. You may also send the MMSR to OTS for this signature by fax (410) 704-2661 or inter-office mail (to OTS CK 29 for EduCycle).
7. OTS will forward the completed MMSR to Materiel Management and cc you on the email.
   a. **Please do not** submit the MMSR to Materiel Management or we will cause all sorts of unnecessary work with duplicate MMSR requests.
8. Materiel Management will provide your office and OTS’ with a reference number for the completed MMSR.

See the sample MMSR below. If you have questions about filling out the MMSR, see “How to prepare MMSR Form” in the Forms Repository.
**FORM MUST BE TYPED:** Complete, print, secure necessary signatures and email to: MMSR@towsen.edu (Use “Tab” and/or “Shift-Tab” to move from field to field – See HELP notes bottom of screen)

Department Name: YOUR DEPARTMENT NAME  
Date Needed: ASAP

Budget Code (Required)* PROVIDE  
*If charges apply, department will be contacted before service is performed.

Contact Person: FIRST & LAST NAME  
Ext. Number: PROVIDE

Authorized Signature  
Department’s Authorized Signature  
Fax Number: PROVIDE

New Dept. Signature  
OTS SIGNS  
*(For anyone taking property off-campus)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description of Property</th>
<th>Property Tag #</th>
<th>From: Bldg/Room</th>
<th>To: Bldg/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Dell 980</td>
<td>123456</td>
<td>ADM/1234</td>
<td>DH0207</td>
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<td></td>
<td>345678</td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Monitors</td>
<td>NT</td>
<td>ADM/1234</td>
<td>DH0207</td>
</tr>
<tr>
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<td>Speakers</td>
<td>NT</td>
<td>ADM/1234</td>
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<tr>
<td>4</td>
<td>Mouse units</td>
<td>NT</td>
<td>ADM/1234</td>
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<tr>
<td></td>
<td>Assortment of cables</td>
<td>NT</td>
<td>ADM/1234</td>
<td>DH0207</td>
</tr>
</tbody>
</table>

Check here for Computer Disposals to certify that computers have been prepped for disposal according to University policy. Your request will not be processed if this certification is not checked. Additional information visit the EduCycle website: www.towson.edu/EduCycle/

Special Instructions

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Service Received by: __________________  Date ________________
Completed by: ________________________ Date ________________
Faxed to Property Records: ______________ Date ________________

[Rev 08/19/14]