

Prior to electronics being surplused, all software needs to be removed and a representative of OIT needs to certify the condition.

Use the boxes provided below, to list all of the Florida Atlantic University Property Tag Numbers corresponding to the PCs that are being certified as having the software removed. *Please make sure to sign this document in the spaces provided below.* **NOTE:** Units will **not** be picked up without signed certification.

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.
13.	14.	15.

I hereby certify that, where possible, all personal, business and software files have been removed this (these) unit(s).

Signature/Title: _____ Date: _____

Dept. Name/No.: _____ Telephone Ext: _____

OIT Certification:

The following items have been certified to be in working order:

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

The following items have been certified to NOT be in working order:

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

I hereby certify the condition of the above items:

Printed Name: _____ Date: _____

Signature: _____