

# UAF Technology Refreshment Program

## Equipment Recovery Request Form

### Instructions:

The document is designed to provide a department with a method of recovering equipment, for student use, that has been replaced through the Technology Refreshment Program. Please fill out this form and attach it to the computer.

Date: \_\_\_\_\_

### Contact Information.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Userid: \_\_\_\_\_

Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

### Machine Information.

Property Tag: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Description:

\_\_\_\_\_

\_\_\_\_\_ I would like this computer back.

OR

\_\_\_\_\_ I would like this computer or a better one back.