

California State University Computer Refresh Program Agreement

CSUCI computer refresh program is underway and each computer must be inventoried due to the leasing agreement. All computers on campus will eventually become part of the refresh program (once the program is fully funded). This first phase of computers replaced classroom and lab computers and then out of warranty faculty, staff and student computers. The next phase will include replacing new out of warranty machines as well as inventories for new employees. Because these computers are leased over their three year life as an operating lease we are required to return all these computers and their parts to the salvage company written into the original lease when the lease comes to an end. At that time the campus will replace your computer with a new up to date computer.

All users must complete this form (or a designee) and return to the budget office within 14 days of receipt. **IF AT ANY TIME THIS COMPUTER IS MOVED A SUBSEQUENT FORM MUST BE COMPLETED WITH THE NEW LOCATION INFORMATION AND RETURNED TO THE BUDGET OFFICE WITHIN 14 DAYS OF THE MOVE.**

CSUCI Property Tag # _____ Computer Serial Tag # _____

Dell Desktop _____ Dell Laptop _____ MacPro _____ IMAC _____

Division _____ Department _____

Employee _____

(if this computer is assigned to a student, or common area computer, please note that above)

Location:

Building _____ Room # _____

This form is required to be signed by the user as well as the division/department budget manager.

Signature of computer user

Date

Signature of Division/Dept budget mgr

Date

Budget office use only:

Date Form Received _____