

**Lee College ITT Dept.
Computer Equipment/Software Removal and Relocation**

Date:	Current User Name:	Bldg/Room:	Work order#
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Please check the appropriate box before removing Lee College Computer Equipment from its current location. Get all signatures from authorized user . If Computer equipment is being transferred to another location, please fill out the information as indicated below.

Bid Barn	Transfer to Room#/Bldg:	New User Name:
Repair	Off campus for Repairs:	

Y	Application	Ver	Hardware	LC Tag	Serial	Model
	Windows		CPU			
	Office		Monitor			
	Microsoft Publisher		Keyboard			
	Microsoft FrontPage		Mouse			
	Corel Wordperfect		Printer			
	Corel Draw		Scanner			
	Adobe Pagemaker		Ext Modem			
	Adobe Photoshop		Ext CD-Rom			
	Adobe Acrobat		Plotter			
	Quickbooks Pro		Digital Imager			
	Quicken		Digital Camera			
	Prodoc					
	Managerial Software					
	Accounting Managerial					
	NetOp School					
	Micropace Pro					
	SW Keyboarding Pro					
	Key Champ					
	Netscape Navigator					
	Microsoft Explorer					
	Visual Basic					
	C++					
	Turbo Pascal					
	AutoCad					

McAfee	NOTE: <i>If equipment is being removed to the Bid Barn, fdisk and format all hard drives. Retrieve any usable parts, (net card, video cards, cdrom drives, floppy drives, etc.)</i>
Course Technology	

Approval

Your Signature indicates that the Computer Equipment described above has been authorized to be Removed for Repair; Bid Barn; or Transferred to New location.

<i>Current Authorized user:</i>	<i>Removal Date:</i>	<i>Return Date:</i>
<i>New Authorized User:</i>	<i>Removal Date</i>	<i>Return Date</i>

			<i>PC Technician Signature:</i>	<i>Removal Date</i>	<i>Return Date</i>
			<i>Cc: Authorized User, Workorder</i>		

Property Removal form