

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 7040, 7050 computer models and newer
- Dell Latitude EXX40, EXX50, XX80, XX90 and newer
- All Windows computers purchased in 2014 or later
- All Mac computers purchased in 2013 or later
- All tablets, e.g. iPads, Surface, Android, etc. Purchased in 2014 or later
- All LCD monitors

For directions to find your computer model see: [Find Your Computer Model](#).

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 your department.
6. Materiel Management will provide your office and OTS' with a reference number for the completed MMSR.

See the sample MMSR below. If you have additional questions about filling out the MMSR, see "[How to prepare a MMSR Form](#)" in the Forms Repository.



MMSR Reference Number: _____

Date Needed: Enter Date

Department Name: Office of Technology Services

Budget Code (Required)* 12345

**If charges apply, department will be contacted before service is performed.*

Contact Person: Tom Q. Jones

Ext. Number: 41234

Type of Service: Transfer to another dept

Crew Needed? Yes

Transferred to: EduCycle/OTS

Qty.	Description of Property	Property Tag #	From: Bldg/Room	To: Bldg/Room
2	Dell Optiplex 7040	123456, 234567,	AD0123	CK0028
1	Dell Optiplex 7040	345678	AD0123	CK0028
4	Monitors	NT	AD0123	CK0028
4	Speakers	NT	AD0123	CK0028
2	Boxes of keyboards, mice	NT	AD0123	CK0028
1	Box of power and video cables	NT	AD0123	CK0028

Notes: Contact Salley M. Smalls at 45672 for the pick up

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.

To request crates and dollies, please email MMSR@towson.edu.

Approved by: _____ Signature: Sign Here

Date Signed: Enter Date

Property Management: Please indicate the work is complete by selecting the check box below:

Work Complete