

Copier Removal Process

1. Prior to copier removal, contact the vendor to clarify whether the copier that is scheduled for removal contains a hard disk and stores images locally

(If the answer is “no”, skip to the form at the bottom of the page.)

2. If the answer to #1 is “yes”:

- a. Make an appointment for the vendor to come on site to erase all images on the hard drive and certify the copier as “clean”.
- b. Work with the vendor to use the form below to document the copier status and obtain any evidence of image removal to retain for your records.
- c. Make a copy of the completed form for your records and scan / email copy to Purchasing (uhclprocurement@uhcl.edu).

Department: _____ UHCL Representative(s): _____ Phone #: _____

Vendor: _____ Copier Type & Model Number: _____

Purchase Order Number: _____ Copier Serial Number: _____

Does copier hard disk store local images of copies?

_____ No
_____ _____
Print Name of Vendor Representative Date

_____ Yes
_____ _____
Date all images were erased
_____ _____
Signature of Vendor Representative Date
_____ _____
Signature of Department Representative Date

Please make a copy of the completed form for your records and scan / email copy to Purchasing (uhclprocurement@uhcl.edu).