



E-Waste Leased/Rented Equipment Data Disposal Certification

MEMORANDUM

TO: UCCS Surplus Property Office

SUBJECT: Disposal of Surplus Property

Item: \_\_\_\_\_

I.D. Number: \_\_\_\_\_ User: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Leased Equipment:

All stored data on this piece of leased equipment has been properly destroyed/removed:

Method of destruction/removal:

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

Person who is certifying this: \_\_\_\_\_