Technology Services Wipe/ Reload / Surplus Form

Bldg 3007 Room 113, Ph: 409 740 4714, helpdesk@tamug.edu

TEXAS A&M UNIVERSITY
GALVESTON CAMPUS®

-- PLEASE FILL OUT, PRINT AND BRING TO THE HELPDESK --

Use this form if need a computer **wiped for surplus** or a computer needs to **be wiped and reloaded** with an operating system and University Software (University owned computers only).

Technology Services is NOT responsible for any problems that occur with your computer while we are working on it. You are responsible for backing up your data before bringing it to IT.

Department Head Approval is required for all computer wipes. We will need their approval before work can begin and we will include them on the helpdesk ticket for approval.

Name:

UIN:

Phone: Email:

Title:

Dept:

Bldg: Room:

Department Head:

Wipe For Surplus   **Wipe and Reload**

Device Information:

Make: **Model:**

TAMUG Asset#

Serial Number

Previous Owner

Power Supply Included: **Yes**   **No**   Computer Case Included: **Yes**   **No**

Notes:

Requestor Signature: Date:

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