





**CommunityCare**  
NORTHUMBERLAND

## EQUIPMENT DISPOSAL RECORD

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

Office/Program: \_\_\_\_\_

Inventory TAG: \_\_\_\_\_ (affix tag here)

**Item Description:**


**Complete for Disposal of IT Equipment i.e., laptops, desktops, mobile phones.**

<b>Date:</b>
<b>Method:</b>
<b>Cleaned by:</b>

**I verify that all data, programs, and the operating system have been removed from this computer in accordance with CCN Equipment Disposal Policy.**

**Authorized By:** \_\_\_\_\_

**Date Disposed:**

**Reason and Method of Disposal:** (Please attach any supporting documentation)

**Proceeds from Disposal:** \$

**Authorized By:** \_\_\_\_\_

**Additional Comments:**