

SNIA TECHNOLOGY CENTER ASSET DISPOSITION FORM - CONTACT DETAILS

Please complete and submit this form, including any necessary supporting documentation, to SNIA (techsupport@snia.org).



- This form grants SNIA approval to dispose of equipment as listed on the form. Unauthorized removal, disposal, or expropriation of IT Assets in SNIA possession constitutes a breach of policy.
- IT assets are real property In SNIA's possession that have a value greater than or equal to \$100.00 and have an estimated life of greater than one year.
- Any IT Assets to be disposed of by way of sale, transfer, or recycling requires prior approval from the Equipment owner or their representative.
- Filling out and signing this form constitutes written consent.

Asset Owner/Contact Information	Name		Return Shipping Information <small>(Leave blank if not returning or if owner arranging for own carrier)</small>	Company Name	
	Title			Shipping Address 1	
	Phone			Shipping Address 2	
	E-Mail			City /State	
	Company			Postal Code	
				RMA#	
				Phone	
Special Instructions					

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Disposition Codes

- (1) Return to asset owner (At owner's expense)
- (2) Recycle - With Certificate of Destruction (At owner's expense)
- (3) Recycle - Without Certificate of Destruction (at SNIA's expense)
- (4) Unconditional Loan to SNIA
- (5) Other (Add explanation)

Description	Asset ID Number	Serial Number	Is item Still in Inventory List?	Disposition Code (See above)		IF "OTHER, PLEASE SPECIFY	Estimated value (US Dollars)

Signature of Equipment Owner/Representative: _____ Date: _____