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).