



“END OF LIFE” COMPUTER REQUEST FORM

The Municipality of Chatham-Kent is donating used personal computers and laptop computers to charities and non-profit organizations as these computers are past their standard life expectancy. However, individual computers might still be of use to some organizations. Please note that there may be a waiting period of up to a year or longer for a computer.

Interested organizations must accept the following terms in the eleven bullets listed below:

- Applications will be reviewed in chronological order.
- No guarantee is provided regarding types or quantities of equipment, or schedules.
- Preference will be given to organizations based in Chatham- Kent.
- No guarantees are being made as to the age, completeness or operating condition of any machine.
- No software, operating system or installation key, support, disks or installation will be provided.
- No guarantee is provided as to the condition of laptop batteries.
- Features of these machines will generally be those current five or more years ago.
- Recipients will need to do their own installation of their own operating systems and media.
- Recipients must agree that they are not acquiring the equipment for the purpose of selling it.
- All hardware normally associated with a computer, such as a monitor, keyboard and mouse, must be collected at the time of computer pick-up.
- Collection of equipment will occur at a time mutually agreed between the recipient and the Municipality of Chatham-Kent, once the recipient has been contacted by the Municipality.

All machines are donated in “as is” condition – no guarantees, substitutions or support are possible.

Submit this form in one of three ways listed below:

- Complete this CK Municipal Computer Donation Request Form and hand it in to any Chatham-Kent Municipal Centre service desk.
- **OR** complete the form, scan it and e-mail it to ckits@chatham-kent.ca.
- **OR** mail the completed form in an envelope addressed to: Supervisor of IT Service Delivery, Information Technology Services, Municipality of Chatham-Kent, 315 King Street West, PO Box 640, Chatham ON, N7M 5K8.

Please view the form on the next page.



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Enter your Organization's name: _____ requests "end of life" computers.

Enter the Charity/non-profit registration number: _____

Add the number of desktop PCs requested = _____

Add the number of laptop PCs requested = _____

By adding your authorizing signature below, you are confirming that you will not resell the computer(s) and have read and understood the conditions of provision as outlined on the first page.

Signature: _____

Please print your name: _____

Please state your position within the organization: _____

Enter Phone Number: _____ Date: _____

Municipality of Chatham-Kent ITS Department to complete the information below:

Pickup date/time: _____

ITS validates that the drive is completely wiped with no confidential information stored by adding signatures below:

_____ (ITS staff ensures that no confidential information is on the computer)

_____ (ITS supervisor - authorizes removal from inventory and issuance)