BC Technology for Learning Society
Unit #206, 6741 Cariboo Road
Burnaby, BC V3N 4A3
Phone: 604-294-6886
Email: DonorRelations@ReuseTechBC.ca

Computers
for Schools **Ordinateurs**
pour les écoles

Surplus Certification Report

(Once completed, a copy of the certification report should be sent by email to BC Technology for Learning Society
and the original to be provided to the Program with the shipment)

Donor Information

Department:

Section/Unit:

Address:

City: **Province:**   **Postal Code:**

Contact Name: **Contact Title:**

Phone Number: **Fax Number:**

Consignee No: **Custodian Report Number:**

Hardware Inventory (see attached list for asset equipment number)

Number of computer(s) and server(s) provided:	
Number of laptop(s) provided:	
Number of Monitor(s) provided:	
Number of printer(s) provided:	
Number of miscellaneous piece(s) provided:	

Custodian Certification

I, _____certify that the material listed above is accurate, complete and in good condition. The equipment listed on this report is compliant with the Guideline for the Disposal of Federal Surplus Electronic and Electrical Equipment **.**

Signature:_____   **Date:** _____

Department / Agency Security Certification

I, _____certify that all computers and laptop hard drives listed on this report have been electronically wiped of any protected or personal information, as per the requirements of the Treasury Board of Canada Secretariat Guide to Management of Material.

Signature:_____   **Date:** _____

Transportation

This section is to be completed by the transportation company responsible of delivering the donation equipment to Computers for Schools Program.

Transportation Company:_____   **Date:** _____

Drivers Name :_____ **Drivers Signature:**_____