



"PCProfile offers practical technology tips aimed at helping you use your PC business systems more efficiently."

## End Of Useful Life Computer Asset Disposal Pack Contains

Computer Asset Disposal Record.xls	Microsoft Ex...	2/07/2007 11:40 PM	4,230,144
EOUL Computer Asset Disposal.pdf	Adobe Acro...	20/07/2007 11:07 AM	954,379
EOUL_Disposal_PC_Form.pdf	Adobe Acro...	19/07/2007 12:40 PM	13,884
EOUL_Disposal_PC_Form.doc	Microsoft W...	19/07/2007 12:40 PM	84,992
EOUL Computer Asset Disposal.DOC	Microsoft W...	20/07/2007 11:08 AM	4,246,016

**These files can be modified to suit your organisation but are not for resale.**

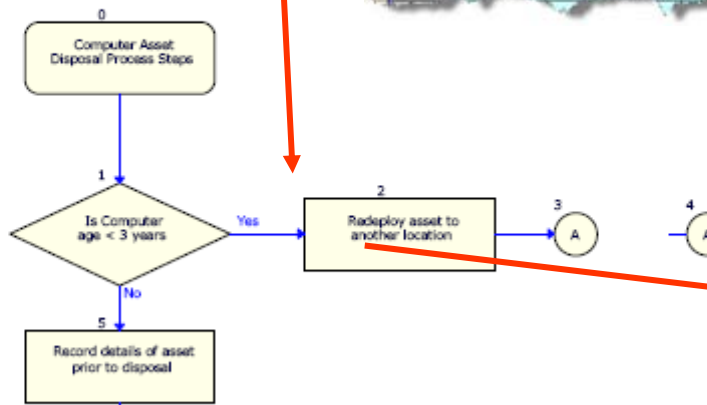
DCA 00001 Disposal of Computer Assets  
CONTROLLED DOCUMENT - DO NOT PHOTOCOPY

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Item No	Current User Name	Hardware Asset Details	Software Asset Details	Has this PC been used for sensitive data	Main Types of data recorded	Security (units / PC listed per row)	Asset Number	Location	Make	Model
1	Bob Harmer	PROBNDTESDD	Registry Software D	Yes	Credit Card Processes	1	A43456	Northern AS Finance	HP	Presario M

DCA 00001  
Disposal of Computer Assets  
Version Owner PCProfile www.pcprofile.com  
Created 19/07/2007 Modified 19/07/2007



EOUL( End of Useful Life) COMPUTER DISPOSAL PREPARATION/APPROVAL

**ASSET DISPOSAL Form Serial Number** Disposal 000001

IT Service Desk Officer Name (preparing PC for disposal)

Date of preparation for disposal

Asset Number

Node/Machine Name

**Machine Inventory Details**

Manufacturer

Make/Model

Serial Number

Detail the last username/department name who utilised this PC:

Outline key uses of this PC (e.g. accounting/finance/commercial/HR/customer sales/etc)

**This section relevant only for PC Base Units**

CPU Speed

Memory Fitted total RAM

Memory configuration (ie 2 x 64Mb)

Free slots

Memory type PC66 / PC100 / PC133

HDD Size and make if known

Video/PCI / AGP Cards Fitted

Other Peripherals (ie CD/DVD/USB )

**Data**

DATA - All data backed up to secure area/removed from PC Yes / No - reason

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[www.pcprofile.com](http://www.pcprofile.com)

Available by fax order to PCProfile for \$US 50 or via Paypal (contact us via email for Paypal details) [pcprofile@internode.on.net](mailto:pcprofile@internode.on.net)