Computer Disposal Procedure

- Campus Computing is committed to disposing of obsolete technology in a responsible manner. We encourage environmental stewardship while maintaining the integrity of confidential data at USFSP.
- We work in conjunction with Central Receiving to properly dispose of your old computers, monitors, printers, and other electronics. Faculty and staff must first contact Campus Computing to remove **hard drives** from desktop towers and laptops in order to ensure the confidentiality of data. This can be done by contacting the Help Desk at extension **3-4357**, helpdesk@usfsp.edu, or by submitting an online service request.
- After we remove the drives, or when none are present, a Property Accountability Relief Request (USF Form 3008) must be completed and Central Receiving can be contacted to pick up the equipment.