

## REQUEST TO RECYCLE REDUNDANT/OBSOLETE I.T. HARDWARE

SCHOOL: \_\_\_\_\_ DCFS No: \_\_\_\_\_

LEA No: \_\_\_\_\_

I wish to dispose of the following equipment for recycling

### PLEASE LIST NUMBERS

	Number		Cost
PCs	_____	@£5.00	_____
Printers	_____	@£3.00	_____
Monitors	_____	@£6.00	_____

*N.B. Monitors in working condition will need to be shrink-wrapped or packed in bubble wrap.*

TOTAL COST    £                      *Maximum charge £75*

I confirm that the items listed above have been "written off".

I agree to transport the items to the collection point on the agreed date.

Signed \_\_\_\_\_ Headteacher                      Date \_\_\_\_\_

*Please return this form to the Professional Development Centre fao ICT Admin Asst.*

### FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

Collection venue: \_\_\_\_\_

Collection Date \_\_\_\_\_                      School Informed: \_\_\_\_\_

Equipment collected: \_\_\_\_\_                      Recharge: \_\_\_\_\_