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.