



EMPLOYEE PC TRAINING PROGRAM

LETTER OF AUTHORIZATION

This letter is to authorize and document the disposal* of a substandard Weber State University personal computer (PC), in accordance with PPM Surplus Property No. 5-27, as described below,

(description -- to be completed by Property Control)

to _____
(name of employee) (extension) (mail code)

Upon availability in Property Control, and according to the regulations identified by the Information Technology Division, the substandard PC described herein will be disposed of to said employee for use in improving computing skills at home.

(1) I am a contract employee of Weber State University (faculty, executive, professional, or classified staff member). (2) I agree not to resell this PC. (3) I agree to dispose of this PC when its usefulness has ceased. (4) I acknowledge receipt of the computer described above.

Employee Name (please print) Employee Signature Mail Code Date

Property Control Employee Name (please print) Employee Signature Mail Code Date

***Note:** Disposal of the PC is on an as-is basis. However, minimal support is available from Computing Support, 626-7777.

Instructions/guidelines on back of form



EMPLOYEE PC TRAINING PROGRAM GUIDELINES

I. PURPOSE

To provide Weber State University employees the opportunity to take substandard personal computers (PCs) home to improve their computing skills.

II. REFERENCE

Surplus Property, PPM No. 5-27, specifically paragraph IV. A: Surplus property will be redistributed or disposed of in a manner to maximize return to Weber State University.

III. DEFINITION

Substandard PCs - Personal Computers that have been judged below minimum standards by Property Control personnel as directed by the Information Technology Department.

III. GUIDELINES

- A. All WSU faculty, executive, professional, and classified contract staff are eligible to participate in this program.
- B. Interested employees should obtain a copy of the "Employee PC Training Program -- Letter of Authorization" form located on the back of this page, or at the following web address
<http://departments.weber.edu/qsupport&training/> ,
and follow these instructions.
 1. Print or type your name, extension, and mail code on the second line, indicating that you want to participate in this program.
 2. Copy the form for your records.
 3. Mail the original completed form to Property Control, M/C 3602, or take the form to Property Control, located in Building 27 (Stores and Receiving).
 4. Your name will be placed on the "Employee PC Training Program" list, and when your name reaches the top of the list, you will receive the next available computer.