

Rev. 6/10

REQUEST FOR INDIANA STATE SURPLUS COMPUTERS

Program Description: The State of Indiana makes “surplus” computer hardware available for donation to educational entities under IC 5-22-21-7.5. Completion of this application in its entirety will place applicants in a pool to receive surplus equipment as supplies become available. All surplus computers are Pentium IV.

While orders will generally be filled on a first-come, first served basis, Indiana State Surplus reserves the right to fill emergency requests, or to apportion orders for substantial quantities across the entirety of the wait list of applicants. Indiana State Surplus does not warranty the usability of the surplus equipment. Schools are responsible for pick-up and all transportation costs of the hardware.

Questions about the program or status of requests should be addressed to Bob Flake, Director of Indiana State & Federal Surplus, phone (317) 234-3688, fax (317) 234-3699, email bflake@idoa.in.gov.

What is/is not included: Keyboards, Mice, and power cords are normally included with desktop computers. Power adapters are provided with laptop computers. Monitors are not available at this time or in the foreseeable future.

Computers are shipped without operating system or applications software. Schools are required to provide the necessary software to make the computers functional for educational use. Schools may wish to contact Net Literacy (www.netliteracy.org), a not-for-profit organization, to help facilitate school’s repurposing of computers. Schools seeking to receive XP licenses for donated computers at a cost of \$6.00 per license can contact Net Literacy at <mailto:donkent@netliteracy.org>. Net Literacy also provides schools other resources and programs, including slipstream CDs, service based learning projects, and Internet safety training materials.

Quantity restrictions: Supplies are limited, and requests are restricted to 100 each per school. Additional quantities may be requested after an order is filled completely (not to exceed 100 per request).

Other restrictions: All donated equipment will be used for educational purposes only and may not be sold or donated to anyone by the donee school. The school must accept full accountability for ownership of this equipment through its life cycle use, including the proper disposal of E-waste materials.

The computers may be loaned to students for use at home on educational projects only and must be returned to the school when the student is no longer enrolled or when the projects are completed.

If the computers are to be refurbished by another entity (such as a high school or career center preparing computers for an eligible elementary school), this form must be submitted only by the school where the computers will ultimately reside.

Certification Requirements: *Educational entities must certify their eligibility and must certify that they will comply with all Federal, State, and local environmental laws with respect to waste disposal once computers are no longer operable or required for school use:*

We are a school corporation as defined in IC 36-1-2-17 or a nonpublic school as defined in IC 20-10.1-1-3 before July 1, 2005, or IC 20-18-2-12. We accept full ownership and responsibility for all computer equipment donated by Indiana State Surplus. The equipment will be used for educational purposes only and will not be sold or donated to anyone. Further, if the equipment becomes unserviceable or damaged beyond repair and or is no longer required by this school, we will ensure it is disposed of in accordance with all local, state, and federal electronics waste (E-waste) laws. No hazardous material contained in the desktop/laptop computers and monitors will be placed in landfills, either in the United States or overseas. All such equipment containing hazardous material will be sent to an authorized E-waste recycle company for proper disposal.

 (Printed name, signature, and title of school authority)

Applicant Information:

Application Date	
School Name	
Address	
City / Zip	
County	
School District	
Principal	

Principal's telephone number	
Principal's email address	
Technology Coordinator	
Tech Coordinator's telephone number	
Tech Coordinator's email address	

Quantities Needed:

Total desktop computers (100 maximum)	
Total keyboards needed	
Total mice needed	
Total power cords needed	
Total laptop computers (100 maximum)	
Can you accept desktops in lieu of laptops and vice versa?	

School's Intended Use of Computers:

Current total student enrollment	
Current student-to-computer ratio	
Number of computer labs	
Number of computers in COW arrangements	

<p>Other pertinent information:</p> <p><i>Please be very complete. This information will be used to prioritize your request versus the other Indiana schools.</i></p>	
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Mail Completed Forms to:
Indiana State Surplus
c/o Director Bob Flake
601 West McCarty St., Suite 100
Indianapolis, IN 46225

You can fax the form to: (317) 234-3699, or email the form to: bflake@idoa.in.gov. If you have any questions, call Bob Flake at (317) 234-3688.

You will be notified by email when your computers are ready for pick up.