

Recycle Tag

PC

MONITOR

KEYBOARD

MOUSE

COPIER

PRINTER

OTHER

MAKE:

MODEL:

UT TAG #

BROKEN

OBSOLETE

NOTES: (List any pertinent information that could assist in determining the disposition of this property.)

Instructions: Fill out the form online or print out and complete. Check the items you have for recycle or surplus. If the item has a property tag, record the number. If the tag # represents several separate items, print out a duplicate recycle tags for each item. Attach the recycle tag to each item and contact physical plant for pickup.