



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Personal Computer Donation Request

Purpose: To transfer surplus PC equipment to legally authorized Oklahoma non-profit and not-for-profit organizations.

Name of organization			Tax identification number	
Contact name	E-mail address		Phone number	
Street address	City	State	Zip	County

All desktop and laptop workstation PCs come with a functioning processor, hard drive, operating system, monitor, keyboard, and mouse/mouse pad. Upon request, some laptop docking stations may also be available.

- Number of desktop workstations requested: _____
- Number of laptop workstations requested: _____
- Number of laptop docking stations requested: _____
- Will you accept desktops if laptops are unavailable? Yes No
- Date(s) available to pickup desktop/laptop workstations: _____

Acknowledgement:

Receiving organization is responsible for picking up from OKDHS and transporting donated PC workstations. Receiving organization is also responsible for all liability upon transfer, and is responsible for appropriate disposal of equipment when no longer in use. **All donated equipment MUST BE RETURNED to OKDHS once the receiving organization has finished with its use.** Pawning, re-selling, destruction, or disposal of this equipment is prohibited by Oklahoma statute. OKDHS shall not provide technical assistance and shall not resolve operating system or software problems should they occur. OKDHS has made efforts to provide, but shall not guarantee, functional PC workstations prior to transfer to receiving organization.

Chief administrator's signature - required for equipment pickup Date

Submit completed form to OKDHS/SSD, Kelly Kappleman, 405.521.3601)

For use by OKDHS personnel only

- Validated requesting organization's status. _____ Date: _____
- Approved number of donated desktops: _____ Date: _____
- Unable to fill requested number of donated laptops: _____ Date: _____

OKDHS staff signature Date

Note: Office manager, if unable to fulfill request, please fax this completed form to Data Services Division (DSD) – Customer Relations and Support (CRS) 405-522-6025.