**Surplus Property Label Instructions for Computers and Related Items for items being delivered to the Raleigh Computer Warehouse**

 **Attach labels to corresponding items**

* + Items must have a label to be accepted at the Computer Whse
	+ Labels descriptions must match the item they are affixed to
	+ It is recommended that each item with an Asset #, have a label
	+ Items may be accepted in like family of lots

 **Remove all hazardous material or sensitive data from items**

* + Please Do Not Destroy the Property in an attempt to remove the Data from the Equipment…Use a Utility Program if you so desire.
	+ Hard drives do not have to be removed from the Desktop or Laptop
	+ Please include the Power Supply when surplusing a Laptop
	+ Please clear all passwords from any password protected devices

**Effective 06/01/18, State Surplus now has the ability to Wipe/Degauss Hard Drives On-site. The Surplus Property will then be sent to the States Contracted Recycler.**

**To Schedule a Delivery or a Pickup to the Computer Warehouse. and you are**

**located in the Greater Raleigh Area, Call 919-814-5623**

**1-855-MYECYCLE (693-2925)1-855-MYECYCLE (693-2925)1-855-MYECYCLE (693-2925)**

**Please bring your Inventory Documents, along with the Surplus Property, when you make a delivery to the Computer Whse.**

**Property not delivered within 45 days from the receipt of your labels, will be deleted from the system.**