



# REQUEST FOR INDIANA STATE SURPLUS COMPUTERS

State Form 56445 (12-17)  
INDIANA DEPARTMENT OF ADMINISTRATION  
STATE SURPLUS

There are three ways to submit your computer request and proof of accreditation or 501(c) (3):

1. E-mail the completed forms to: [idoasurpluscomputers@idoa.in.gov](mailto:idoasurpluscomputers@idoa.in.gov). Please place Computer School Donation Program in the subject line.
2. Fax the forms to: (317) 234-3699
3. Postal mail completed forms to: Indiana State Surplus; c/o Computer School Donation Program; 601 West McCarty Street, Suite 100; Indianapolis, IN 46225

For questions, call IDOA Surplus at (317) 234-3685. You will be notified by e-mail when your computers are ready for pick up.

**PLEASE NOTE: Requests will NOT be considered if you submit incomplete forms such as no signature of authority, etc. and/or lack of required documentation such as proof of accreditation, license, 501 tax exemption, etc.**

AUTHORITY INFORMATION		
Printed name of authority		Title of authority
Signature of authority		Date (month, day, year)

APPLICANT INFORMATION			
Name of school			Date of application (month, day, year)
Address of school (number and street)		City	ZIP code
County			
School district			
Name of principal			
Telephone number of principal		E-mail address of principal	
Name of technology coordinator			
Telephone number of technology coordinator		E-mail address of technology coordinator	

QUANTITIES NEEDED	Requested	Filled
Total <b>DESKTOP</b> computers being requested: (126 maximum)		
Total <b>DESKTOP</b> keyboards being requested, if available:		
Total <b>DESKTOP</b> mice being requested, if available:		
Total Desktop and/or Laptop power cords being requested, if available:		
Total <b>LAPTOP</b> computers being requested: (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 cluster of workstations (COW) arrangements
Other pertinent information: <i>Please be very specific. This information will be used to prioritize your request versus the other Indiana schools.</i>			

**ADDITIONAL INFORMATION**  
**REQUEST FOR INDIANA STATE SURPLUS COMPUTERS**

Part of State form 56445

*(Please read this document in its entirety before reaching out for questions.)*

**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 equal to or better than Pentium IV.

**Certification Requirements:** Educational entities must certify their eligibility by providing (attach) proof of accreditation and if non-profit, must provide (attach) a copy of their 501(c) (3).

In addition, the signature of authority on this form is certifying 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. The signature of authority also agrees to the following statement:

*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.*

**Be advised:** Computers are without operating system or applications software. Schools are required to provide the necessary software to make the computers functional for educational use.

**What is/is not included:** Keyboards, power cords, and mice are normally available with desktop computers, but you must request them. Power adapters are normally available with laptop computers, but you must request them. Desktop monitors and laptop mice are not available at this time or in the foreseeable future.

**Filling orders:** 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.

**Pick-up/delivery:** Schools are responsible for pick-up and all transportation costs of the hardware.

**Quantity restrictions:** Supplies are limited, and requests are restricted to 126 desktops and 100 laptops each per school. Additional quantities may be requested after an order is filled completely (not to exceed quantities indicated above per request).

**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 project (s) 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.

**Recipient's Cost:** Beginning July 1, 2014, a \$1.00 handling fee will be charged for each desktop and laptop computer.

***After reading this document, if you have questions about the program or status of requests, please e-mail [idoasurpluscomputers@idoa.in.gov](mailto:idoasurpluscomputers@idoa.in.gov) or telephone (317) 234-3685.***