



Refurbished Computer Request Form

The Municipality of Chatham-Kent periodically has used personal computing devices (desktops and laptops) which can be refurbished and repurposed for local charities and non-profit organizations located in Chatham-Kent. Although these computers are past the established life expectancy set by the Municipality, they may still be of use to organizations. Please note the availability of computers varies throughout the year which may cause delays in processing your request.

Interested organizations must accept the following terms listed below:

- Applications will be reviewed in the order which they are received.
- No guarantee is provided regarding types or quantities of equipment, or schedules.
- No guarantees are being made as to the age, completeness or operating condition of any computer.
- No software, operating system or installation key, support, disks or installation will be provided.
- Features of these machines will generally be those current five or more years ago.
- Recipients will need to do their own installation of their own operating systems and media.
- Recipients must agree that they are not acquiring the equipment for the purpose of selling it.
- Any optional hardware normally associated with a computer (such as a monitor, keyboard and mouse) must be collected at the time of computer pick-up.
- Collection of equipment will occur at a time mutually agreed between the recipient and the Municipality of Chatham-Kent during our normal business hours of operation. The Municipality will not provide any deliveries.

All machines are donated in “as is” condition – no guarantees, substitutions or support are possible.

Submit this form in one of three ways listed below:

- Complete this CK Municipal Computer Donation Request Form and hand it in to any Chatham-Kent Municipal Centre service desk.
- OR complete the form, scan it and e-mail it to ckits@chatham-kent.ca.
- OR mail the completed form in an envelope addressed to: Manager, Service Management, Information Technology and Transformation, Municipality of Chatham-Kent, 315 King Street West, PO Box 640, Chatham ON, N7M 5K8.

Please view the form on the next page.



Refurbished Computer Request Form

Enter your Organization's name: _____ requests reburbished computers.

Enter the Charity/non-profit registration number: _____

Add the number of desktop PCs requested = _____

Add the number of laptop PCs requested = _____

Add whether you wish to receive any peripheral devices with the computers: Monitor _____ KBD _____ Mouse _____

By adding your authorizing signature below, you are confirming that you will not resell the computer(s) and have read and understood the conditions of provision as outlined on the first page.

Signature: _____

Please print your name: _____

Please state your position within the organization: _____

Enter Phone Number: _____ Date: _____