

**COLORADO DEPARTMENT OF TRANSPORTATION
EQUIPMENT REMOVAL FORM**

Instructions: This form is to be used prior to the removal of any CDOT IT equipment, excluding laptops, issued to you for work purposes. IT equipment may not be removed from CDOT property without signed approval of this form. Return this completed form to the OIT-CDOT Service Desk, 4201 East Arkansas Ave. Room 164 Denver CO 80222. Phone: 303-757-9317 Fax: 866-947-0260

Equipment Information

Equipment Description and location: _____

Manufacturer: _____

Model Number: _____

Serial Number: _____

Contact Information

Name: _____

Office Address: _____

Office Phone: _____

Email Address: _____

Department/Agency: _____

Details

Reason for removal: _____

Service Desk Ticket Number: _____

Removal Date: _____

Expected Return Date: _____

Signatures

Removed by: _____ Signature: _____ Date: _____

CDOT DSM: _____ Signature: _____ Date: _____

Returned by: _____ Signature: _____ Date: _____

Accepted by: _____ Signature: _____ Date: _____

CDOT DSM: _____ Signature: _____ Date: _____

Service Desk Procedures: Removal - Give form to Director of Service Management (DSM). Return – Obtain ERF from DSM, obtain signatures and return ERF to DSM.