### Perkins Equipment Inventory Sheet

Collin County Community College District

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Preston ridge Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Recruitment and Programs for New Students</td>
</tr>
<tr>
<td>Program:</td>
<td>CTE Recruiter</td>
</tr>
<tr>
<td>Completed by:</td>
<td>Alicia Huppe</td>
</tr>
<tr>
<td>Date Completed:</td>
<td>August 31, 2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Brand</th>
<th>Model #</th>
<th>Serial #</th>
<th>Collin Inventory #</th>
<th>Acquisition Date</th>
<th>Acquisition Cost</th>
<th>Location (campus &amp; room)</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebook computer</td>
<td>Dell</td>
<td>Latitude D610</td>
<td>72NSQ91</td>
<td>PRC073115</td>
<td>April 4, 2006</td>
<td>$ 1,173.06</td>
<td>PRC F-127</td>
<td>Retired 7/19/10 (hard drive failure)</td>
</tr>
</tbody>
</table>

**Acquisition Date:** This is the date when purchase was final  
**Acquisition Cost:** This is the actual equipment cost less any shipping/handling/set-up fees  
**Condition:** this is the equipments present condition - new, used, inoperable
Capital & Controlled Equipment
Asset Retirement Form

Retirement Codes
01 Trade-in  02 Salvage  03 Backfill  04 Other

LIMIT 1 Item Per Form !!!

Cost Center [520642]

Decal Number
[073115]

Condition (working, repairable, not repairable, etc.)
not repairable

Description
DELL Latitude D610 Notebook Computer

Serial Number (or color, if furniture)
F2N59J1

Location
F127 - PRC

Effective Date

Retirement/Disp. Code
[02]

Reason(s) for requesting retirement of listed asset and removal from inventory:
Hard drive has failed, is out of warranty. IT decided to replace hard drive and system. (See attached email).

Lloyd Spencer
6-14-2010

Department/User
Date

Printed Name and Signature

Plant Operations
Date

Printed Name and Signature

Financial Manager
Date

Printed Name and Signature

Administrative Services/Inventory
Date

Printed Name and Signature

Vice President
Date

Printed Name and Signature

ALL information, including condition and reasons, MUST BE COMPLETED before any action will be taken on this Asset Retirement request.

White Copy-Administrative Services/Inventory
Yellow Copy-Plant Operations
Pink Copy-Department
From: Lloyd Spence  
To: Alice (Celeste) Harden  
Date: Friday, July 02, 2010 10:27 AM  
Subject: Fwd: Collin Technical Support Work Request #00135586 Closed--Thank You

Lloyd Spence  
CTE Recruitment Coordinator  
2800 E. Spring Creek Pkwy  
Plano, TX 75074  
972-881-5638--office  
972-881-5649--fax  
 lspence@ccccd.edu

>>> Support Collin 6/22/2010 11:56 AM >>>
Your work request #00135586 has been closed by LMathews on 06/22/2010 at 11:55:00. Both the Work Request Description and Solution are documented below for your reference.

Our goal, at ATNS, is total customer satisfaction. If your expectations have not been met, please contact Technical Support. Their hours of operation, telephone number and e-mail address follow.

Do not "reply" to this e-mail (messages sent to this mailbox are not read).

Thank you.

Collin Technology Support
Information Technology Division
Email: helpdesk@collin.edu
Hours: 7am-6pm (Mon. - Fri.)
Phone: 972.548.6555
Metro: 972.377.1055

~~~~~~~~~~~~~~~~~~~~~~~~~~ Work Request Description ~~~~~~~~~~~~~~~~~~~~~~~~~~~
F130: Laptop fails to boot successfully
~~~~~~~~~~~~~~~~~~~~~~~~~~ Solution ~~~~~~~~~~~~~~~~~~~~~~~~~~~
Laptop's Harddrive has failed and is out of warranty, customer is advised to replace the hard drive or the whole system itself. I have included the information needed in case customer needs to replace harddrive, the cost varies, but the last price check was around $90.

Dell Hard drive 80G
Manufacturer Part# KH674
Dell Part# KH674
UNSPSC 4320180300
Interface Type: IDE
Spindle Speed: 5400 rpm

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file://C:\Temp\XPgpwise\4C2DBF22CPC_DOMCPC_PO100179673512641D1\GW_000...  7/14/2010