



Refurbished Technology Equipment Request Form

For eligible local charities and non-profit organizations

The Municipality of Chatham-Kent periodically makes used technology equipment—such as desktop computers, laptops, and cell phones—available for refurbishment and reuse by eligible local charities and non-profit organizations in Chatham-Kent. While the equipment has exceeded the Municipality's established life expectancy, it may still be useful to approved organizations. Availability varies throughout the year, which may delay the processing of requests.

Terms and conditions

- Applications will be reviewed in the order received.
- No guarantee is provided regarding the type, make, model, quantity or availability of equipment, or the timing of fulfilment.
- No guarantee is made regarding the age, completeness, battery life, compatibility, operating condition or remaining useful life of any item.
- Equipment is provided without software, operating systems, installation keys, user accounts, support, installation services, or recovery media.
- Cell phones are provided without a SIM card, cellular service plan, telephone number, activation service or guarantee of carrier compatibility.
- Recipients are responsible for installing and licensing their own software, setting up, or activating equipment, arranging any required cellular service, and confirming compatibility with their needs.
- Recipients must not acquire the equipment for resale or other commercial disposition.
- Optional equipment and accessories, such as monitors, keyboards, mice, chargers or power adapters, are subject to availability and must be collected with the approved equipment.
- Collection will occur at a mutually agreed time during normal municipal business hours. The Municipality will not provide delivery.

ALL EQUIPMENT IS DONATED "AS IS". NO GUARANTEES, SUBSTITUTIONS, RETURNS OR SUPPORT ARE AVAILABLE.

Submit the completed form

- Hand it in at any Chatham-Kent Municipal Centre service desk.
- Scan and email it to itservicedesk@chatham-kent.ca.
- Mail it to: Manager, Service Management, Information Technology and Transformation, Municipality of Chatham-Kent, 315 King Street West, PO Box 640, Chatham, ON N7M 5K8.

Complete the request form on the next page.



Equipment Request

Please complete all applicable fields.

1. Organization information

Organization name _____	Charity/non-profit registration number _____
Street address _____	City / postal code _____

2. Equipment requested

Equipment type	Quantity requested	For municipal use
☐ Desktop computer	_____	
☐ Laptop computer	_____	
☐ Cell phone	_____	

Requested accessories (subject to availability): ☐ Monitor ☐ Keyboard ☐ Mouse ☐ Charger / power adapter ☐
Other: _____

3. Intended use

Briefly describe how the requested equipment will support your organization:

4. Authorized representative

Printed name _____	Position / title _____
Phone number _____	Email address _____
Signature _____	Date _____

5. Certification

☐ By checking this box and signing above, I confirm that I am authorized to submit this request, that the organization will not resell the equipment, and that I have read, understood, and accepted the terms and conditions on page 1.

