



## **Mobile Device Supplemental Form & Instructions for E-Recycling:**

### **The requesting department will complete the Supplemental form when disposing of Mobile Devices:**

- (1) Under Description list the Brand and Model of the device(Required)
- (2) Enter the Serial or Manufacturer Number (Required) - this can be found inside the battery compartment or on the device's properties)
- (3) Enter the Password to Unlock Device (Required)
- (4) Was device grant funded Y or No?(Required - Note the Grant Fund on the 203, if applicable)
- (5) On the accompanying 203 Form:
  - (a) Under Description Total the number of devices listed on the supplemental under Quantity.  
- Under the Total - add the Number of Boxes the E-recycler can expect. This is important to ensure you have the correct number of labels.
  - (b) Enter the "Mobile Devices - Asst. Brands/Models"
  - (c) Fill out the department location information, including point of contact.
  - (d) Fill out the Requesting Department Group, department name and low org
  - (e) Have the form signed by the Authorized Signor
- (6) E-mail the completed 203, the supplemental form and a photo of the mobile equipment to:  
PropertyDisposal.CS@sdcountry.ca.gov
- (7) Property Disposal will process and assign a control number.
- (8) On return, Property Disposal will cc the contractor with the control number, 203, supplemental, and pictures.
- (9) Contractor will send mailing labels directly to the department by return email once they have processed the request on their end.
- (10) Department will attach labels and either arrange for a FEDEX pickup or Drop off at the nearest FedEx location.
- (11) Department will retain control pages with inventory for their records.