

**Indiana Department of Administration  
Office Equipment Data Security for QPA#10057**

**Form Instructions:**

This document is to verify the particular transaction taking place as shown below, and be included as a key component to the Chain of Custody.  
Contract Manager: Megan Lawson, IDOA Contract Manager. [mlawson@idoa.in.gov](mailto:mlawson@idoa.in.gov) or 317-234-0067

**Transaction Option:** (check applicable box)

- Data Overwrite Security Systems ("DOSS") kit Installation Acknowledgement
- Hard Drive Removal Acknowledgement

**IKON Office Solutions:** Section to complete

I, \_\_\_\_\_, service professional of IKON Office Solutions, do hereby attest that the

- Data Overwrite Security Systems ("DOSS") kit was installed into \_\_\_\_\_ (machine make & model) of system/ machine serial # \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), at \_\_\_\_\_ (state agency location).
- Hard Drive was removed from \_\_\_\_\_ (machine make & model) system/ of machine serial # \_\_\_\_\_ hard drive serial # \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), at \_\_\_\_\_ (state agency location) at address \_\_\_\_\_.

Attested by: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**State Agency:** Section to complete

I, \_\_\_\_\_, State Agency representative, do hereby attest that the

- Data Overwrite Security Systems ("DOSS") kit was installed into machine with serial # and additional information as represented in the above IKON Office Solutions section of the document.
- Hard Drive was removed from the machine with serial # and additional information as represented in the above IKON Office Solutions section of the document.

Attested by: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**IMPORTANT step to be accomplished by the AGENCY REPRESENTATIVE within 24-48 hours of hard drive removal:**

- **If OFF Government Campus:** If the Hard Drive was removed, place it in IKON's pre-paid shipping envelope that has a pre-assigned UPS tracking #, along with a copy of this signed form, and mail to the Indiana Office of Technology at: **Indiana Office of Technology, Attn: IOT Surplus, 601 W. McCarty Street, Suite 100 Indianapolis, IN 46225.**
  - > TRACKING # from prepaid envelope: \_\_\_\_\_
- **If ON Government Campus:** If the Hard Drive was removed, please deliver the hard drive with a copy of the signed form to IOT at 100 N Senate Ave, Suite N551 Indianapolis, IN 46204. Attention: IOT's Office Equipment Data Security contact, Ron Wood.

**Indiana Office of Technology (IOT):** Section to complete

I, \_\_\_\_\_, IOT representative, received the **Hard Drive** that was removed from the machine with serial # and additional information as represented in the above IKON Office Solutions section of the document.

Attested by: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**IMPORTANT once hard drive is received:**

- After all signatures are present on form, IOT representative to scan and send copy to IDOA Contract Manager at [mlawson@idoa.in.gov](mailto:mlawson@idoa.in.gov) OR IDOA Procurement fax # 317-232-7312 **AND** IKON representative at [yndrpacker@ikon.com](mailto:yndrpacker@ikon.com) OR IKON fax # 317-347-6514 (unless otherwise requested).