



## Computer and Electronics Recycling Program

### HOW TO DONATE

- Use the Online Donation Form or the SDFF Donation Inventory Worksheet to provide an inventory of your equipment. Please include as much information as possible. The "Item Description" and "Status" columns must be completed. Once completed, the inventory may be sent to [recycling@sdfutures.org](mailto:recycling@sdfutures.org) or faxed to 619-269-3471.
- Upon receipt of your "donation inventory worksheet" the Foundation will review the inventory and make a determination whether the donation can be accepted. This review may include a site visit to assess equipment value. (For pickup, donations must be in a quantity to merit transportation costs. That normally means at least 25 working units, Pentium II and above).
- You will be notified by the SDFF Corporate Computer and Electronics Recycling Program Manager once your donation has been accepted.
- **If your donation meets the requirements for pickup (25 units or more)**, an employee of our recycling partner will contact you to make arrangements for pickup. Transportation and recycling services are provided by a state certified recycling company.
  - Please note that the average time between donation acceptance and pickup is 7-10 working days.
  - Please have your donation accessible and ready for pickup.
  - Please provide any special instructions required for pickup.
- **If your donation does not meet the requirements for pickup (25 units or less)**, the SDFF Computer and Electronics Recycling Program Manager will contact you to schedule an appointment to drop off your equipment.
- Your company will receive a certificate of recycling and a letter of donation in the mail after the goods are dispositioned by the recycler.
- Please contact the San Diego Futures Foundation at 619-269-1684 with any questions regarding this donation program.

---

SAN DIEGO FUTURES FOUNDATION

4283 El Cajon Blvd. #140  
San Diego, CA 92105  
(619) 269-1684