

thirdøctet

Donated Device Intake Checklist





About US

thirdoctet

We are a Managed IT Services provider for small to medium-sized businesses looking to support and empower their employees with IT that enables them to be at their best in today's remote and hybrid work environment.

Our vision is bettering your world through innovative and meaningful technology. We design, implement and manage technology solutions as a means to anywhere access, from any device, from any network, for Work Life Balance, improving engagement, productivity and profit for our clients.

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Donated Device Intake Checklist

Use this checklist before accepting or deploying donated or refurbished devices at your nonprofit.

1. DEVICE BASICS

These are the minimum things to confirm before saying “yes.”

- **Device Type** (e.g., Laptop, Desktop, Tablet)
- **Brand / Model**
- **Serial Number / Asset Tag**
- **Date of Donation**
- **Donor Name / Organization**

2. COMPATIBILITY & PERFORMANCE

- **Can the device run Windows 11?**
 - Ask: “Is this Windows 11 compatible?” or verify basic specs (e.g., TPM 2.0, Secure Boot, supported CPU). If not, it may no longer receive updates after October 2025
- **Meets your org’s minimum specs?**

Example baseline:

 - 8 GB RAM (minimum)
 - i5 or Ryzen 5 processor (or newer)
 - SSD storage (for performance)
- **Includes power adapter and peripherals?**
 - (e.g., charger, keyboard, mouse)

3. LICENSING

- **Is a valid Windows license included?**
 - (Don’t assume, most donated gear doesn’t include licensing.)
- **Plan to acquire a license via TechSoup?**
 - if no license, use TechSoup to purchase Windows 11 for nonprofits
- **Device reset to factory state?**
 - (Confirm previous user data has been wiped.)

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4. PHYSICAL CONDITION

- *Powers on and boots to OS / BIOS?*
- *Keyboard and screen fully functional?*
- *No physical damage affecting usability?*
- *Battery holds charge (for laptops)?*

5. SECURITY & SUPPORTABILITY

- *Device is under warranty or supportable if issues arise?*
 - *(Some refurbishers offer limited warranty.)*
- *Can be enrolled in Microsoft Intune or your management platform?*
 - *This allows centralized management, updates, and tracking*
- *Antivirus / endpoint protection can be installed?*
 - *(E.g., Microsoft Defender)*
- *You have a plan for secure disposal when it reaches end-of-life?*

Decision

- **Accept device:** ☐ Yes ☐ No ☐ Needs further review
- **Notes / Action Items:** _____

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Final Thought

Free isn't always free when it comes to technology. With the right intake process and management plan, donated devices can empower your team instead of draining time and resources. A little upfront diligence goes a long way in keeping your nonprofit secure, compliant, and mission-focused.

Next Steps

- 1 Book a Device Review:** Schedule a consultation with us to assess your donated or refurbished equipment and create a clear plan for secure, effective use.
- 2 Secure Licensing:** Use TechSoup Canada to ensure every device has valid Windows licensing for long-term compliance and security.
- 3 Stay Informed:** Follow [our blog](#) and subscribe to our newsletter for more practical guides on nonprofit IT success.

Contact Us

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Guiding Modern SMB

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