**Procedures for Surplus or Scrap Computer/Audio Visual Equipment**

These procedures, which replace those dated January 7, 2011, will be used to for surplus or scrap computer and audio-visual equipment that departments wish to have removed from their spaces.

1. Any department with such equipment will prepare an ETR requesting the Purchasing warehouse pick up the equipment. The ETR is sent to Purchasing for the attention of the Warehouse Supervisor.

2. The Warehouse Supervisor schedules a pick up by warehouse staff who bring the equipment to the warehouse. The driver picking up the equipment will give the “Releasing Department” copy of the ETR to the transferring department to show that this equipment is no longer in the department’s possession.

3. The Warehouse Supervisor coordinates with the Technology Support Coordinator or other designated member of the IT staff for a determination as to the disposition of the equipment.
   a. If the Technology Support Coordinator determines the equipment still has useful life, it will be declared surplus and moved to the IT sector of the warehouse. The ETR will be updated to show an inventory transfer to IT, location MS-147A.
   b. If the Technology Support Coordinator determines the equipment has no useful life, it will be prepared for recycling. The ETR will be updated to show an inventory transfer to Purchasing for disposal as scrap.

4. The Technology Support Coordinator will be given the “Receiving Department” copy of the ETR.

5. The Warehouse Supervisor will retain the “Purchasing Department” copy of the ETR.

6. The Property Control Specialist will be given the “Property Accounting” original of the ETR, accompanied by property tags removed from equipment designated for disposal. The Property Control Specialist will update Fixed Assets by transferring the equipment from the releasing department to IT or disposal, as appropriate.

CONTACT Property Accounting 698-1271 or Warehouse Supervisor 698-1273 for assistance.

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