# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# CENTRAL RECEIVING

# COMPUTER SURPLUS PROCEDURE 4903.07

To establish a uniform policy to insure the Information Technology Department (IT) is informed of all personal computers taken out of service for surplus, maintaining the accuracy of IT's personal computer and software inventory database.

# PROCEDURES

* University Departments will notify Information Technology of computer(s) no longer needed utilizing the IT work order system.
* IT will remove all files and programs from the computer's hard drives and determine if the unit should be auctioned, recycled, or reassigned to another department.
* If unit can be reassigned, IT will take computer and utilize in another department.
* If unit should be auctioned or recycled, IT will place a sticker on computer indicating "Auction" or "Recycle". They will then complete an Facilities, Planning and Environmental Safety work order to have unit picked up and brought to Central Receiving.
* Central Receiving will hold units until either picked up for recycling or sold at annual auction.

# SANCTIONS

Employees not following this procedure shall be subject to disciplinary procedures outlined within University Guidelines.

# RESPONSIBILITY FOR IMPLEMENTATION

The Director of Facilities and Planning is responsible for implementation of this policy.

# SCOPE OF POLICY COVERAGE

This policy applies to all Slippery Rock University Information Technology and Facilities and Planning staff.