

## Disposal of Surplus Equipment

Following is the process for disposal of surplus equipment:

### GENERAL EQUIPMENT:

- ✓ The department submits a Moving and Service Work Request to Movable Property for pick-up of the equipment within seven business days. The department maintains a copy of the form in an Annual Equipment Inventory file.
- ✓ Movable Property places the equipment on GovDeals at **Tier I** for a minimum of 35 days (so that any unit on campus may request it), then **Tier II** for a minimum of 35 days (where it is free to other TBR/UT institutions and State agencies), then **Tier III** for a minimum of 35 days (in an auction open to the general public). Items not sold at Tier III are disposed of, destroyed, sold as scrap metal or salvage, given to community organizations, and/or sent to a contractor for disposal.

### COMPUTER EQUIPMENT\*:

- ✓ The department contacts CIT to: (1) conduct an inspection; (2) complete a Computer Turn-In and Inspection Form; and (3) wipe the hard drive to Department of Defense standards.
- ✓ The department attaches the Computer Turn-In and Inspection Form to a Moving and Service Work Request and submits both to Movable Property for pick-up of the computers within seven business days. The department maintains a copy of the forms in an Annual Equipment Inventory file.
- ✓ Movable Property places the computers on GovDeals at **Tier II**, then **Tier III**. Items not sold at Tier III are disposed of, destroyed, sold as scrap metal or salvage, given to community organizations, and/or sent to a contractor for disposal.

\*Three changes were made to the current process: (1) CIT will wipe the hard drives clean; (2) the SLA for picking up the computers will be seven days instead of ten; and (3) CIT will function as Tier I.