



ISPP No. 4.1

TITLE: Guidelines and Process for Handling Used Computer Equipment at IPFW

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IPFW Areas Affected:

Financial Affairs
Student Affairs
Academic Affairs

Summary: Computer Equipment which has been replaced goes through the process described in this document. The process entails determining viability of equipment, options available to university owners of equipment, options available to campus community and the disposal of computer equipment.

1.0 Purpose

The process for the transfer or disposal of used computer equipment owned by the University is explained, and the parties involved in the process are identified.

2.0 Scope

Process covers computer equipment being replaced or equipment no longer needed by school or department owner.

3.0 Policy

IT Services will adhere to the current CPU model requirements established by the Information Technology Policy Committee (ITPC) for network accessibility. CPU models below standard will not be connected to the IPFW network either on campus or from home.

IT Services will adhere to general property management procedures established by Purdue University in regards to disposal or transfer of computer equipment.

IT Services will complete the proper paperwork as directed by IPFW Accounting Services in regards to relocation of equipment. IPFW Accounting Services will handle any department funds transfer paperwork.

4.0 Practice

4.1 Used Computer Equipment Comes to IT Services

- A. Equipment replaced through Install Process
- B. Department or School no longer needs computer equipment.
 - 1. If area has a local service provider (LSP) that provider should take care of the equipment disposal as described in 4.5

4.2 Tech Support brings back to ITS equipment storage site.

- A. Checks equipment against ITPC established standard for networked equipment
- B. ITS Tech will complete the relocation section of the ITS Property Management form
 - 1. Send copy of form to IPFW Accounting Services
 - 2. Accounting Services will update computer location in Purdue property management database

4.3 If Equipment meets standard

- A. ITS Tech completes equipment description section of the ITS Property Management form and returns to ITS Help Desk supervisor.
- B. ITS Help Desk posts equipment on Free or For Sale news group for local service providers (LSP's), university offices, departments and organizations to purchase for university use.
 - 1. ITS determines price which will be posted with equipment
 - 2. There will be no price negotiation
- C. Posting remains for at least two weeks.
 - 1. Interested parties will email account provided
 - 2. ITS Help Desk supervisor will keep track of available equipment, sold or available for trade.
 - 3. ITS Help Desk supervisor will provide hard copy of equipment posting per Purdue property management policy to salvage operations.
- D. If no buyers, ITS will contact any IPFW area it believes could use this equipment and trade for their old equipment on the network.

4.4 If Equipment is Sold Internally

- A. ITS Help Desk supervisor notifies Install group of purchaser and equipment purchased
- B. ITS Install Group
 - 1. Contacts customer to determine who receives equipment

- 2 Sends recipient the standard questionnaire via email to learn
 - a. Where equipment is to be installed
 - b. What software is needed
 - c. When equipment is needed
 - C. When response received.
 - 1. Track is opened with this information
 - 2. Work scheduled to be completed depending on ITS master schedule and customer scheduling request
 - D. Equipment installed
 - 1. ITS Tech support completes transfer section of the ITS Property Management form and sends to IPFW Accounting Services
 - 2. IPFW Accounting Services handles paperwork involved in equipment and funds transfers
- 4.5 If Equipment for Donation or Disposal - did not meet standard or no IPFW area interested in equipment being offered.
- A. Local Service Provider (LSP) for the area:
 - 1. Run DOD process with utility provided by ITS
 - 2. Complete any necessary Form 9s
 - 3. Move equipment to the Cleanlite disposal sites at the warehouse
 - B. Areas that do not have their own LSP, ITS Tech support will
 - 1. Wipe hard drive clean
 - 2. Scavenge any parts needed for ITS parts inventory
 - 3. Complete the ITS Property Management form transferring item to salvage
 - 4. Transfer equipment to the Cleanlite disposal sites at the warehouse or Kettler Hall

5.0 Responsibilities

5.1 Local service provider (LSP) for area will handle the disposal of their equipment. If department does not have a LSP, department informs IT Services if computer equipment is no longer needed.

5.2 IT Services Tech Support will pick up equipment and verify whether it meets current ITPC established standard for networked equipment.

5.3 IT Services Tech Support will complete the relocation section of the ITS Property Management form.

5.4 IT Services Tech Support will complete the Equipment Description and price section of the ITS Property Management form for equipment that meets network standard and give to ITS Help Desk supervisor. ITS Help Desk will post equipment on Free and For Sale bulletin board.

5.5 ITS Help Desk supervisor will keep track of equipment that is posted and sold to other departments. Supervisor will notify install group when equipment has been purchased.

5.6 ITS will work with departments that could use equipment that meets network standard but

has not been purchased by other IPFW areas.

5.7. ITS Install Group will contact the buyer to setup and schedule the machine for installation. ITS Tech will complete the transfer section of the ITS Property Management form and send to Accounting Services.

5.8 ITS Tech will ready equipment and complete transfer section of the ITS Property Management form to Salvage.

5.9 ITS Tech will transfer equipment to the Cleanlite disposal sites at the warehouse or Kettler Hall.

6.0 Record Maintenance

6.1 ITS Help Desk supervisor will manage the record process involved in tracking equipment available for purchase, postings of this equipment, what has been purchased and what can go to trade or salvage.

6.2 ITS Tech Support will complete ITS Property Management forms for the various stages of equipment location and transfer.

6.3 ITS Install Group will open and complete work orders for purchased equipment to be installed.

6.4 IPFW Accounting Services will handle paperwork involved in the relocation and/or internal sale of computer equipment.

6.5 LSP or ITS Tech Support will handle the transfer of equipment to disposal sites.