

## Surplus\_Computer\_Equipment\_Procedure

If you have computers or computer related equipment that you need to get rid of, please **DO NOT** bring it to the IT department or Technology Support Services. We do not have the space to store items that we cannot use.

Please follow this procedure to get rid of your surplus computer equipment:

- **Contact us** to have a service call logged so that a technician can evaluate the equipment for possible re-use.
  - ◆ If we can use the equipment, we will take it for future re-deployment
  - ◆ If we cannot use it, we will take the items and deliver them to a storage area designated by the Property Accounting department.
    - ◇ We will remove and destroy all hard drives from any computers being sent to surplus