Standard Operating Procedure: Technical Support
Department: Information Technology
SOP #: 12-02-a11

Author: THI
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Rev. Date:

I. Procedure Name: **Computer Equipment Disposal and Transfer**
II. Basic Procedure:

1. Types of Disposals and Transfers
   a. Principals and department heads (or designated representative) should separate computer equipment for disposal or transfer from other items for disposal or transfer.
   b. Computer equipment for disposal or transfer should be further subdivided into three categories--modern functional computers (for computers less than 5 years old), obsolete functional computers (for computers greater than 5 years old), and non-functional computers.
   c. Modern functional computers, obsolete functional computers, and non-functional computers may not be submitted on the same Equipment Transfer/Disposal Form or on a form with any other non-computer items.

2. Non-functional Computer Equipment
   a. Principals and department heads may request disposal of non-functional computer equipment by submitting the Equipment Transfer/Disposal Form (see Standard Operating Procedure: Property Control and Accounting #02-01-h2 in the Maintenance Department Policies and Procedures Manual) to the Property Control Technician-Finance in the Budgeting Department.
   b. The form should be marked in the instructions field as "**Non-functional Computer Disposal**," with a Receiving School/Dept of **Surplus Operations** , cost center # **5004**, and signed by an authorized person (typically principal, assistant principal, department head, etc.).
   c. Note that non-functional computers less than five years old may not be disposed unless repair has been denied by the district's authorized repair vendor or appropriate IT staff.
   d. Documentation of the denial of repair should be submitted with the Equipment Transfer/Disposal Form.
   e. Requests for non-functional computer disposal will be processed as documented in Standard Operating Procedure: Property Control and Accounting #02-01-h2 in the Maintenance Department Policies and Procedures Manual.

3. Functional Computer Equipment
   a. Principals and department heads may request transfer of functional computer equipment by submitting the Equipment Transfer/Disposal Form to the Budgeting Department. The form should be marked in the instructions field as "**Modern Functional Computer Transfer**" (for computers less than 5 years old) or "**Obsolete Functional Computer Disposal**" (for computers more than 5 years old) with a blank Receiving School/Dept and signed by an authorized person (typically principal, assistant principal, department head, etc.).
   b. The Property Control Technician-Finance in the Budgeting Department will report all requests for transfer of functional computer equipment to the Director of IT.
      i. Modern Functional Computer Equipment
         1. The Director of IT will designate any modern equipment for transfer to another school.
         2. The sending school will pack the equipment using packing materials supplied by IT.
         3. The Director of IT will notify the Surplus Manager and Property Control Technician-Finance where to transfer any equipment designated as modern.
         4. The Surplus Manager will continue processing the transfer as documented in Standard Operating Procedure: Property Control and Accounting #02-01-h2 in the Maintenance Department Policies and Procedures Manual.
      ii. Obsolete Functional Computer Equipment
         1. The Director of IT will designate any obsolete equipment as surplus

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suitable for donation.

2. The Director of IT will request advertisement in the next district news release that organizations may request obsolete functional computer equipment by contacting the Assistant Superintendent-Operations. The news release will include a link to the district's web site for more information.

3. The Assistant Superintendent-Operations will evaluate any requests to determine if the district should fulfill the requests. Requests will be provided to the Superintendent of Schools and Executive Staff for consideration.

4. Once the request has been approved by the Superintendent, the organization will pay the appropriate preparation fee (see table below for suggested average fees).

5. The Assistant Superintendent-Operations will notify the Director of IT to prepare equipment for donation once the appropriate fees have been paid.

6. The Assistant Superintendent-Operations will place the request on the School Board agenda for School Board approval.

7. The Director of IT will identify a district employee who will prepare the equipment for donation.

8. Preparation will include ensuring that the computer is currently functioning and erasing the computer hard drive of all district data including the computer's operating system.

9. The identified employee will prepare the computer after regular work hours for overtime pay.

10. The identified employee will physically move the equipment to a central holding facility.

11. The IT employee will notify the Director of IT that the equipment has been prepared and is ready for pick up.

12. The Director of IT will notify a representative of the organization that the equipment has been prepared and is ready for pick up.

13. A representative of the organization will make arrangements to pick the equipment up from the central holding facility within twenty working days.

Number of Computers	Travel Cost*	Setup/Packing Cost**	Cleaning Cost***	Total Prep Cost
1	41.39	20.20	36.39	97.98
2	41.39	40.40	43.67	125.46
3	41.39	60.60	50.95	152.94
4	41.39	80.80	58.23	180.42
5	41.39	101.00	65.51	207.90
6	41.39	121.20	72.78	235.37
7	41.39	141.40	80.06	262.85
8	41.39	161.60	87.34	290.33

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9	41.39	181.80	94.62	317.81
10	41.39	202.00	101.90	345.29

*Travel has been calculated using an average salary of $36.39 for technical support staff and $5.00 for gasoline.
**Setup/Packing cost has been calculated using an average salary cost for technical support staff and $2.00 for packing materials.
***Cleaning has been calculated using an average salary cost for technical support staff. Once the cleaning process has started on one computer, the staff member should be able to work on up to six computers concurrently.

III.   Contingencies/Variations:

If there are no requests for donated equipment within thirty days of advertisement, all obsolete functioning computers will follow the process for disposal (see 2. Disposal of Non-functional Computer Equipment above).