



# Provo School District

## P R O C E D U R E

### Surplus of Technology Equipment Only September 13, 2006

The following procedure has been approved to expedite the disposal of **SURPLUS TECHNOLOGY EQUIPMENT ONLY**.

- When a school or department believes a piece of technology equipment is no longer useful or is obsolete, they will provide information (Make, Model, Serial#) on that piece(s) of equipment to the Technology Support Department by e-mail at [techsurplus@provo.edu](mailto:techsurplus@provo.edu) for verification.
- If the Technology Support Department verifies that the technology equipment is no longer useful to our organization the local school or department can advertise it in their newsletters, flyers, at parent teacher conferences, etc. for sale at the price suggested by the Technology Department. Schools may offer surplus computers to at-risk families at no cost. No special consideration shall be given to employees. In the event there are several individuals desiring to buy the technology equipment, it would be done by random selection.
- Schools will remove all fixed asset information from the equipment and complete the District's form declaring that piece of equipment as surplus. Then all forms are to be submitted to the Business Office so the equipment can be removed from the District's inventory books.
- Schools are responsible to make sure that all information is to be zeroed out (not just erased) from the hard drive of any equipment that is to be considered as surplus. There are freeware solutions to assist with this procedure.
- All surplus technology equipment will be sold as is, with no warranty or guarantee.
- Schools will notify the warehouse of equipment that cannot be sold. The warehouse will either pick up the surplus equipment or request that the school deliver it to them if it is reasonably small.

**This procedure is ONLY applicable to technology equipment.**