

SURPLUS PERSONAL COMPUTER PROCEDURE

POLICY No.: **MP-030**

SUPERSEDES No.:

EFFECTIVE DATE: **JULY 1, 2002**

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I. PURPOSE

To establish a procedure for the replacement of computers and any peripherals associated with the replaced system.

II. SCOPE

This procedure is to be used by Information Technologies Department and the Purchasing Division.

III. GENERAL

The following steps are to give direction for the surplus and proper disposition when removing a personal computer (PC) and its peripheral from a Town Department that will be replaced by a new PC system.

- 1) When a replaced PC is delivered to or removed by the Information Technologies Department, the asset tag will be removed by a Computer Tech who will then place the asset tag on a Surplus Computer Form. (A sample form for duplicating is located within this manual in Division 8, Sample Forms, Item #F0070.) The Computer Tech will complete the form supplying all of the required information and will forward it to the Purchasing Division.
- 2) Upon receiving the Surplus Computer Form, the Purchasing Division will prepare for the Mayor and Board's approval a report and resolution to surplus the replaced PC.
- 3) Once the Mayor and Board have approved the resolution, the Purchasing Division will update the fixed asset records by removing the asset from the appropriate department's inventory.
- 4) If it is decided that a department can use one of the surplus PC's, the Computer Tech will notify the Purchasing Clerk who will attach a *surplus fixed asset tag* to the PC prior to its delivery and setup.
- 5) The Purchasing Division will update the fixed asset database to reflect the surplus asset, with no value, in the new department. Surplus PC's are for emergency use and will not be replaced with a new machine. The *surplus fixed asset tag* will have a unique color and the letter "S" following the number.
- 6) If a surplus PC is determined to have no value or if its parts are removed for use in other PC's, Purchasing will be notified so the PC can be properly disposed of. (No Board approval will be required as the PC has previously been surplus.)