

Disposal Procedures for Computers or any Device that Stores Data

1. **Faculty submits IT work order to dispose of items (include Inventory Tag #)***
2. IT works with Faculty to prepare items for disposal
3. IT submits Maintenance work order to move items to Brick Building
4. IT confirms inventory data and sends to Maureen to remove from Inventory
5. Jeff Milley or Sherry Pike-Saville will coordinate disposal with Vendor
6. Jeff or Sherry will give copy of vendor pickd up to Maureen for inventory records

Disposal Procedures for Equipment

1. **Faculty submits Maintenance work order to dispose of equipment (include Inventory Tag #)***
2. Jeff works with Faculty to prepare equipment for disposal **
3. Jeff completes Maintenance work order to move items to Brick Building
4. Jeff or Sherry confirms inventory data and sends to Maureen to remove from inventory
5. Jeff or Sherry will coordinate disposal with Vendor
6. Jeff or Sherry will give copy of vendor pickd up to Maureen for inventory records

*** If Inventory Tag # is not available, look for inventory # written on equipment in black marker beginning with the number 93XXX. If neither number is available, please provide make, model and serial numbers of the item.**

****If scientific equipment, Jeff will have the Safety Officer examine the equipment for chemicals or radiation hazards. Once the examination is complete, the Safety Officer will tag the equipment for removal.**