

Procedure:	Scrapping of Computer Equipment	Procedure No.:	FI6007.2
Authority:	College President	Associated Policy Reference No.:	FI6007
Procedure Owner:	VP Admin and Finance	Responsible Party:	Controller
Approved:	November 16, 2004		
Revised:	March 11 ,2021		
Reviewed:	(DATE)		

Related Policies

FI6007

To whom it applies

Information Technology Services
 Purchasing
 Controller

General Guidelines

1. Any intent to scrap computer equipment (including, but not limited to PCs, monitors, printers, notebooks, etc.) must first be assessed by Information Technology Services.
2. Information Technology Services will determine whether the equipment is to be scrapped or re-used.
3. If the equipment to be scrapped has a SUNY Broome asset tag, it will be identified as such on a Disposal Form. If to be re-used, a Transfer Form will be issued by the originating department.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Revised (5.19)</i>	03/08/2021	JT	<i>Controller</i>
Revised	3/11/21	FR	Director of IT