

## Disposition of Technology Hardware

This regulation is designed to manage responsibly the disposition of computers, monitors (cathode ray tubes), and printers which are designated by the schools and the Director of Technology as no longer of service value.

The following steps will be followed.

1. The schools or building administrators will notify the Director of Technology that they wish to remove from their inventories electronics which are no longer of service value to the school or building.
2. The school will prepare an "Inventory Control" sheet that provides the following information:
  - a. Description of items to be removed
  - b. Serial numbers including CCPS inventory control numbers if available.
3. The Director of Technology will determine the value of the items to be removed.
  - a. If the items to be removed have resale value at auction, the Director of Technology will request of the Director of Maintenance that these items be removed from the school or building and placed in an appropriate storage area until a public auction can be held.
  - b. If the items to be removed have no real value through public auction, the Director of Technology will request of the Director of Maintenance that these items be removed from the school or building to a designated area where these items can be cannibalized for usable parts. Following the cannibalization of these removed items, the remaining components will be disposed of in an appropriate and safe manner through recycling programs available.

Authority: Office of the Comptroller, Commonwealth of Virginia, Volume I – Policies and Procedures, Function No. 30000 – Fixed Asset Accounting, Section No. 30800 – Asset Disposal, Topic No. 30805 – Topic Disposal Management, December 2001.

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