
Procedure: Scrapping of Computer Equipment

Reference No.: 5.19

Authority: College President

Cross Reference: Policy 1.3

Approved: November 16, 2004

Revised:

1. Any intent to scrap computer equipment (including, but not limited to PCs, monitors, printers, notebooks, etc.) must first be assessed by Computing Resources.
2. Computing Resources will determine whether the equipment is to be scrapped or re-used.
3. If the equipment to be scrapped has a SUNY Broome Community College 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.