



**STANDARD OPERATING PROCEDURE**

<b>SOP TITLE:</b>	Disposition of Computer Hardware		
<b>SOP NUMBER:</b>	SOP462		
<b>DIVISION / DEPARTMENT:</b>	Business Affairs – Information Technology		
<b>REVIEW DATE:</b>	06-MAY-2024	<b>AUTHOR:</b>	Michael Acosta
<b>POLICY REF:</b>	BA462_Disposition of Computer Hardware Policy		

<b>STANDARD PROCEDURES FOR: Computer Hardware Disposition</b>	
<b>STEPS:</b>	<b>INSTRUCTIONS:</b>
STEP 1	WNMU employees or departments wishing to dispose of any hardware containing stored data will fill out an equipment disposal form and will have items listed on form delivered to the Information Technology Department (ITD) for processing and signature.
STEP 2	Items will be received by any member of the service desk.
STEP 3	Once a week an IT staff member will review the equipment and assess the usability of the hardware.
STEP 4	If the hardware can be deployed in another department at WNMU, the ITD will fill out the equipment transfer form accordingly.
STEP 5	If the hardware is unusable or obsolete, the ITD will: <ul style="list-style-type: none"> <li>a. Erase all stored data (if applicable)</li> <li>b. Fill out certification form indicating the drive(s) have been erased</li> <li>c. Notify the Business Office that equipment is ready for disposition</li> </ul>
STEP 6	The IT staff member will return the certification form to the accountant in the Business Office. The accountant will send the original certification form to the State Auditor. A copy of the certification form will be filed in the Business Office files.
7	When the accountant has completed the inventory, Maintenance will be notified to begin the disposal process. All hardware deemed unusable or obsolete will be transferred ONLY to Maintenance. It may not be used elsewhere on campus without the express written permission of the IT director (e.g. as parts for the hardware maintenance class).
8	Maintenance will house computer hardware for at least 30 days before disposition.

<b>REFERENCES / RESOURCES:</b>	BA462_Disposition of Computer Hardware Policy
<b>NOTES:</b>	