



Title: DISPOSAL OF COMPUTER EQUIPMENT	Code: GG0201-2
Policy Reference: MATC Policy B0108, Fixed Asset Accounting	

Background and Purpose:

MATC, through its Technology Currency program, replaces approximately 900 personal computers each year. The following is MATC's procedure to dispose of its used computer fixed assets.

Process: Request Forms

1. Organizations requesting that MATC used computers be donated to them must complete a Request for MATC Used Computers Form (Attachment A) and send it to MATC's Vice President, Finance.
2. The Vice President, Finance will review the request. Approved requests will be forwarded to MATC's Associate Vice President, Information Technology. The Vice President, Finance will notify the requestor if their request has been denied.
3. The Associate Vice President, Information Technology will review the availability of used MATC computers that could be used to fulfill approved requests.
4. Information Technology staff will list the used computers for an approved request on MATC Form 95:53 – Request for Transfer/Disposal of Equipment/Furniture.
5. The Request for Transfer/Disposal of Equipment/Furniture Form, along with a copy of the original approved request will be forwarded to the Finance Division for a review of the book values of the used computers.
6. The Vice President, Finance, will notify the requestor that their request has been approved and advise the requestor of an anticipated date the used computers will be available for pickup.
7. Such used computer equipment will have all MATC software and data removed from the computer. Should MATC's contract with Microsoft or other vendors permit it, MATC may re-install the operating system on the used computer.
8. A copy of the Request for MATC Used Computers Form and its accompanying Equipment Disposal Forms will be kept in the Finance Division for five years.