



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 1.13 - Equipment - Disposition/Disposal

1. All serviceable and repairable items of equipment that becomes excess to a department must be reported to the Property Control Office for redistribution or disposal using the appropriate procedure and forms found at: http://www.umassd.edu/admin_finance/departments/administrativeservices/propertycontrol/

Items reported may be:

- a. Issued to another department on campus.
 - b. Used as a trade-in to offset the acquisition cost of a purchase of like equipment, with the Procurement Departments approval.
 - c. Transferred to another state agency.
 - d. Turned in to the Property Control Office as items no longer capable of serving the purpose for which they were obtained.
2. Items whose repairs exceed their value, are obsolete, or are excess will be turned over to the Property Control Office. Such items are available to authorized users for tear-down to obtain useful components. These items then become candidates for sale by the Property Control Office in their existing state as definitive items or as scrap for the value of their content only.
 3. IT equipment including computers, tablets, external hard drives, printers and all other such equipment that may contain sensitive information must be disposed of according to strict guidelines to ensure that there is not a breach of personal information which could expose the University to fines and other liabilities. Therefore, all IT equipment must be disposed of according to the guidelines for that equipment established by Property Control and CITS.
 4. Complete details may be found in the Inventory Users Manual, copies of which are available on the Property Control web site at: http://www.umassd.edu/admin_finance/departments/administrativeservices/propertycontrol/
 5. The Property Control Office is located in the Power Plant Building and can be contacted via phone at 508-999-8028 or email at propertycontrol@umassd.edu