

**COLLEGE OF SOUTHERN NEVADA  
FINANCE & FACILITIES DIVISION  
EQUIPMENT DISPOSAL POLICY**

**1. PURPOSE**

To provide guidelines for the disposal of CSN equipment.

**2. POLICY**

A. Equipment Disposal

- 1) Departments that are in possession of obsolete equipment will notify the Inventory Control Department of the intent to dispose of said equipment and will complete a *Property/Asset Movement Request* form and obtain Dean, Director or Department Chair approval. Any theft of equipment must be immediately reported to CSN Police and documentation of this equipment is also done on a *Property/Asset Movement Request* form with appropriate approval.
- 2) Departments are responsible for determining if items to be disposed were purchased with grant funds. Inventory Control Department or Grants & Contracts Department personnel can assist departments with verification.
- 3) The Grants & Contracts Department must approve the disposal of all items purchased with grant funds.
- 4) Request for disposal of computer hardware or peripheral equipment is forwarded through the Office of Technology Services (OTS).
- 5) OTS will ensure that the CSN software is removed and an exiting image installed prior to disposal.
- 6) OTS will transport the technology equipment (computers, monitors, printers, audiovisual, media equipment, etc.) to the surplus area on the Cheyenne campus.
- 7) Departments are responsible for transport of equipment not handled by OTS. If a representative of the department cannot personally deliver an item to the surplus area on the Cheyenne Campus, then arrangements should be coordinated through the Facilities Management Department. All items to be disposed of must be accompanied by a signed *Property/Asset Movement Request* form. The originating department will ensure that the items arrive in surplus.
- 8) Deans, Directors or Department Chairs are responsible for removing disposed items from their department inventory list.
- 9) CSN asset tags are only removed by the Inventory Control Department personnel.
- 10) Inventorial equipment with CSN asset tags are deleted from the system database by the Inventory Control Department personnel only after approval of the Associate Vice President/Controller.

Equipment Disposal Policy

B. Sale of Surplus Equipment

- 1) College equipment will be disposed of in a manner compliant with NSHE Procedures & Guidelines Manual Chapter 1, Section 8, *Disposal of Surplus Equipment*.

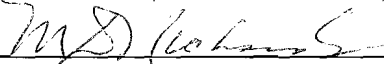
Equipment will be disposed of by advertising for sealed bids, open auction, or by whatever manner is most advantageous to the Purchasing Department. Thereafter, the Purchasing Department will consider disposal by discard or donation.

- 2) The President of the college or designee approves donation of equipment.

3. **APPROVAL**

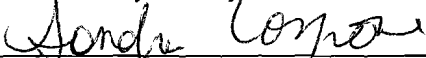
  
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Patricia Charlton, Sr. Vice President, Finance & Facilities

11/18/08  
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Date

  
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Michael D. Richards, President

11/24/08  
\_\_\_\_\_  
Date

Reviewed by Faculty/Senate:

  
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Sondra Cosgrove, Faculty Senate Chair

11/21/08  
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Date