



## COMPUTER REPLACEMENT / DISPOSAL POLICY

1. The OCF will generate a computer replacement report by the end of each calendar year indicating which existing computers OCF is recommending to be replaced in the next fiscal year. This report is to assist the department in preparing for their next fiscal year budgets.
2. When desktop machines are replaced, the OCF will evaluate them to determine if they can be redeployed elsewhere in the Department. Every effort will be made to find an appropriate use for the retired machines in a less demanding use such as device controllers and/or data collection for lab apparatus.
3. If the machines are determined to not be suitable for use in the Department they will be stored at the OCF's store room. Twice a year OCF will sell these surplus computers to employees in the Department. All layered software will be removed from the machines except for the Windows OS and MS Office. The sale is on a strictly "as is" basis. There is no expressed or implied warranty on how long the devices will last. They will be in good working order, to the best of our knowledge, at the time of purchase.
4. If there is not a buyer for the machines from within the Department, the OCF shall have the authority to determine an appropriate charitable or not-for-profit organization(s) to which the machines will be donated. All layered software will be removed from the machines. The donation is on a strictly "as is" basis. There is no expressed or implied warranty on how long the devices will last. They will be in good working order, to the best of our knowledge, at the time of donation.
5. The OCF reserves the right to dispose of the machines in accordance with WUSM Environmental Services guidelines if the machines are deemed inoperable, outdated, or the appropriate buyer or charitable organization cannot be located.