DISPOSAL OF ELECTRONIC DEVICES

Disposal of Surplus Equipment

The [University disposal policy](http://uwindsor.ca/units/purchasing/m1nsf.nsf/inToc/EC3D25E0D4DDB11785256B6C0071B4A8) states that equipment that is declared surplus is offered for sale by bid to all Departments, Faculty, Staff, Students and any other private individual. Departments and Grants are given first consideration on all bids. The items must be considered saleable. For instance, computers that are not working are not saleable.

The department with the surplus equipment is to advise Purchasing of serial numbers, equipment description, quantities, location, and condition (working vs. not working) and if there is to be a reserve bid. Any monies received are deposited into the selling department’s budget.

Purchasing Services will advertise all surplus equipment in the Daily News and send out flyers to each department for posting. Closed bids are accepted until the due date and the highest bid wins.

**Caveats when purchasing surplus equipment**

IT Services does not recommend machines below a Pentium D for use as the primary on-campus computer for faculty and staff when purchasing equipment. Because of the limited ability of Pentium I and Pentium II computers to support software which is used on a day-to-day basis, IT Services recommends these machines only be used for test equipment for qualified technicians on campus. IT Services will not support these machines.

**Equipment not claimed by Disposal Bid will be donated to charity.**

**Equipment Not Saleable** - The department should contact Maintenance for its removal and environmentally safe disposal. Please provide purchasing with the serial numbers for inventory purposes.

**PC's that may have sensitive or privileged information on them should have this information securely erased. This is a service that is provided by the Onsite group in IT Services.  Campus Technicians who are removing the information should use an application such as** [**DBAN**](http://www.dban.org/)**. Those interested in this service should contact the HelpDesk at ext. 4440 or at** **helpdesk@uwindsor.ca**