

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2575-10
SUBJECT: DISPOSITION OF OBSOLETE OR SURPLUS COMPUTER SYSTEMS OR TECHNOLOGY EQUIPMENT	DATE OF ISSUE: 03/07/03 <hr/> REVISIONS: 12/03/09; 12/02/11; 02/02/12 <hr/> PREPARING OFFICE: GENERAL DIRECTOR OF INFORMATION TECHNOLOGY

I. PURPOSE:

To establish procedures for the disposition of surplus or obsolete computer systems and technology equipment.

II. PERSONNEL AFFECTED:

All District Employees and Students

III. PROCEDURES:

A. Background

Computer systems and technology equipment often cease to meet the needs of the **district's educational or administrative programs. The items themselves are operational but will not inter-operate with other technologies being utilized in the district.** In standalone or home environments these systems may provide basic computer functionality such as word processing and Internet access. Normally these items have no residual monetary value for trade-in purposes and are sold at auction in bulk lots. There is, however, educational value in making these items available to district staff and students for use in their homes. This regulation makes such computer systems and equipment available to district staff and students to encourage the use of technology and increase technological literacy for educational purposes.

B. Identification of Surplus or Obsolete Computer Systems and Technology

No disposition of surplus or obsolete computer systems or technology equipment shall be made except for systems and equipment identified by the office of the general director of information services. Surplus or obsolete computer systems and technology equipment shall be defined as items which are no longer required or are no longer capable of meeting the educational or administrative requirements of the school system.

These items may be identified as surplus or obsolete during required repairs/maintenance or during the replacement of these items as defined in Regulation 2575-7. In all cases, only items identified by the office of the general

director of information technology will be available for disposal under this regulation.

IV. GENERAL GUIDELINES

- A. The Information Technology Department shall identify computer systems and technology equipment that is surplus or obsolete. Items identified will be marked with permanent ink/paint and a Fixed Asset Inventory Receipt/Transfer Form, 8036-00 or a Retirement Form 8036-05 will be completed for each unit.
- B. When the item is identified as surplus or obsolete, all district information and software will be removed and the item will be made available for sale to district staff or students/student families.
- C. Computer systems will be offered for sale to district staff or students/student families periodically by the office of the general director of central services and facility planning. All technology equipment **will be sold in an “as is” condition with** no guarantee or warranty concerning the operation of the individual components or system or its fitness for any use intended by the recipient. System documentation may come with the system if it is available.
- D. **Other technology equipment will also be sold in an “as is” condition.** Where necessary for operation of the item, power cables will be included. Equipment documentation and software drivers will not be provided.
- E. Computer systems and technology equipment identified as surplus or obsolete shall not remain at the building longer than thirty (30) days after they have been replaced by new equipment. Computer systems and technology equipment that for whatever reason are unable to be sold will be offered for general sale or disposed of in accordance with Regulation 2575-9. Funds received from the sale of equipment will be deposited in the appropriate district fund to support district technology systems.
- F. Computer systems and technology equipment sold as surplus or obsolete equipment shall not be returned to the district.