

## Asset Disposal Procedures

In order to protect the confidentiality of Lehigh University software and data, you are required to completely erase the hard disk drive of any computer being disposed of or otherwise relocated. You can accomplish this by using the Kill Disk utility available from LTS<sup>1</sup>.

Disposing of items purchased with sponsored research grant funds requires prior approval from your Contracting Grant Specialist. Disposing of furniture, or other items that came with the building, must be coordinated with Pat Chase in Facilities Planning.

If disposing of a computer, you should compare its specifications to the minimum standards as set by LTS<sup>2</sup>. Substandard PCs should not be sold or donated to other University departments. Computers meeting or exceeding LTS minimum specifications MUST be made available for other departments to purchase via Asa's Attic<sup>3</sup> for a minimum of five days. In order to process the sale of surplus property to another department you must complete the following forms:

- Budget/Expense Reallocation Form – Send to Controller's Office<sup>4</sup>
- Equipment Sales Agreement Form – Send to Asset Accounting<sup>5</sup>
- Asset Transfer Form (if item bears Asset Tag) – Send to Asset Accounting<sup>6</sup>

If after five days no department desires to purchase your surplus property, you may sell or donate it to an off-campus entity.

- If Selling: Complete Equipment Sales Agreement Form – Send to Asset Accounting<sup>7</sup>
- If Donating: Complete Equipment Transfer Agreement Form – Send to Asset Accounting<sup>8</sup>
- Asset Disposal Form (if item bears Asset Tag) – Send to Asset Accounting<sup>9</sup>

If you are unable to sell or give your surplus property away, you must dispose of it properly. Computer equipment cannot be placed in the trash and requires special recycling. The University offers an on-site door-to-door pickup of old computers, monitors, and printers biannually. See more info at <http://cf.lehigh.edu/ewaste/>

Any questions regarding disposal procedures should be directed to the Purchasing Department.

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<sup>1</sup> <http://cf.lehigh.edu/act/disposal>

<sup>2</sup> [http://www.lehigh.edu/wired/wired\\_computers.html#minreq](http://www.lehigh.edu/wired/wired_computers.html#minreq)

<sup>3</sup> <http://www.lehigh.edu/~inubs/purchasing/SurplusSaleSubmitForm.shtml>

<sup>4</sup> <http://cf.lehigh.edu/act/disposal/ReallocationForm.pdf>

<sup>5</sup> <http://cf.lehigh.edu/act/disposal/SalesAgreementForm.pdf>

<sup>6</sup> <http://cf.lehigh.edu/act/disposal/AssetTransferForm.pdf>

<sup>7</sup> <http://cf.lehigh.edu/act/disposal/SalesAgreementForm.pdf>

<sup>8</sup> <http://cf.lehigh.edu/act/disposal/TransferAgreement.pdf>

<sup>9</sup> <http://cf.lehigh.edu/act/disposal/DisposalForm.pdf>