

Procedure for Maintaining, Replacing and Disposing of Obsolete Equipment

Maintenance Procedures

1. It is the responsibility of the instructor to report all equipment repair needs to the maintenance or technology department via helpdesk ticket, email, or phone call.
2. The maintenance or technology department will identify the issue, and if necessary, obtain quotes from three vendors to arrive at the best repair price or replacement.
3. An assessment will be made to determine if it is more feasible to repair the equipment versus replacement.
4. A purchase order will be generated and sent to the director for approval.

Replacement Procedures

1. Replacement of equipment will occur on an as needed basis or pursuant to full amortization of each piece of equipment.
2. Requests for replacement of equipment will be made to the director during the annual budget process.
3. Equipment replacement will be prioritized and approved based on need and annual allocations.
4. In the event of an emergency where equipment is needed requisitions may be walked through to the fiscal office for processing.
5. Upon receipt of the equipment item, the equipment inventory will be updated.

Disposal of Equipment Procedures

1. When it is determined that equipment is no longer functioning or is obsolete, the instructor complete and inventory removal form and let the custodial staff know that it needs removed.

2. Disposal of equipment is removed to the warehouse until an inventory meeting is held.
3. The technology manager and/or fiscal office maintain a record of the disposition of equipment.
4. All equipment being removed must be board approved if the item is over \$250.00.
5. The warehouse manager is responsible for ensuring that disposed of items are deleted from the equipment inventory.