



## ☆ Purchasing and Disposal

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**Letters on file for Donations for School Year 2010-2011 Insert Files Here**

Gadsden City Board of Education, Supt.--Ed Miller,

Contact: David Asbury

Crenshaw County Schools,

Contact: Will Tate

Hartselle City Schools, Supt:

Contact: Tim Southerland

Wilcox County Board of Education, Supt.:

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St. Clair, Supt.:

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Blount County, Supt.:

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**Equipment Purchasing and Disposal Guidelines**

This procedure is intended to provide for the proper purchasing and disposal of related electronic equipment (computers, televisions, printers, monitors, fax copiers, etc.) hereafter referred to as electronic equipment. For further clarification of "technology-related electronic equipment," contact the Mountain Brook School Technology Director.

**Purchasing Guidelines**

All electronic equipment that will be used in conjunction with Mountain Brook technology resources or purchased, regardless of funding, should be purchased from an approved list or be approved by a local school Technology Coordinator and/or Technology Director. Failure to have the purchase approved may result in lack of support or denied access to other technology resources.

All electronic equipment is subject to Alabama bid laws. All electronic equipment should be inventoried in accordance with the Mountain Brook Schools' Financial guidelines using the on-line Fixed Asset Form. It is the responsibility of the local Technology Coordinator to inventory technology-related equipment used in the on-line Fixed Asset Form. The district technology staff is responsible for electronic network equipment, file servers, or district computers, printers, etc. are inventoried on the on-line Fixed Asset Form.

**Disposal Guidelines**

Equipment should be considered for disposal for the following reasons:

- end of useful life
- lack of continued need
- obsolescence
- wear, damage, or deterioration
- excessive cost of maintenance or repair

The local school principal and the Director of Finance must approve disposal donation.

Written documentation including Fixed Asset number, description, and serial number must be provided to the district Technology Office using the appropriate form.

**Methods of Disposal**

Once equipment has been designated and approved for disposal, it should be disposed according to one of the following methods. It is the responsibility of the local school Technology Coordinator to modify the on-line Fixed Asset Form to reflect any in-school transfers, donations, or discards. The district technology staff is responsible for modifying the on-line Fixed Asset Form to reflect any transfers within the central offices, transfers of central office electronic equipment to local schools, central office donations, or central office discards.

**1. Transfer/Redistribution:** If the equipment has not reached the end of its useful life, an effort should be made to redistribute the equipment to locations where it can be used within an individual school or office, and then within the district. Service requests should be entered to have the equipment moved and reinstalled and, in the case of computer equipment, to have it re-ghosted and reinstalled.

**2. Discard:**

All electronic equipment in the Mountain Brook Schools district must be disposed in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. An x-ray tube found in a television or computer monitor may contain as much as three grams of lead. A district-approved vendor must be contracted for the disposal of all electronic equipment. The vendor must provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive component capable of storing data. Under no circumstances should any electronic equipment be placed in the trash. Doing so may make Mountain Brook Schools and/or the district liable for disposing of the equipment liable for violating environmental regulations or laws.

**3. Donation:**

If the equipment is in good working order, no longer meets the requirements of the district, is located, and cannot be put into use in another part of a school or system, it may be donated upon the written request of the receiving public school system's superintendent. It is made clear to any school or organization receiving donated equipment that Mountain Brook Schools and the district are not responsible for the equipment after it is received.

to and is not required to support or repair any donated equipment. It is donate should make every effort before offering donated equipment, to make sure the condition and can be re-used. Microsoft licenses are not transferable outside Brook School system. Donations are prohibited to individuals outside of the current faculty, staff, or students of Mountain Brook Schools. The donation of technology-related equipment is permissible to retiring employees if the following have been met: a) the portable equipment has been used solely by the retiring employee; b) the equipment will not be used by the employee assuming the responsibility of the retiring employee; and the equipment has reached or exceeded its estimated life and/or sales must be approved by the CFO and Technology Director.

#### Required Documentation and Procedures

For purchases, transfers and redistributions, donations, and disposal of technology equipment, it is the responsibility of the appropriate technology team member to complete the fixed asset form to include previous location, new school and/or room location, and the appropriate boxes for transfer or disposal information. When discarding equipment, remove the fixed asset tag from the equipment and attach it to the fixed asset form. Copies should be sent to the local school bookkeeper or designated district level bookkeeper at the district technology office. When equipment is donated, a copy of the letter requesting equipment should be on-file with the district technology office.

Any equipment that is being donated should be completely wiped of all data. Employees should only ensure that no confidential information is released, but also will ensure that no licensing violations will inadvertently occur. For non-sensitive machines, all hard drives should be fully wiped using a wiping program approved by the district technology office. A manual scan of the drive to verify that zeros were written.

Remove any re-usable hardware that is not essential to the function of the equipment. This hardware can be used as spare parts: special adapter cards, memory, hard drives, zip drive

A district-approved vendor MUST handle all disposals that are not redistributions or donations.

Equipment should be stored in a central location prior to pick-up. Summary forms should be turned into district technology office and approved by the Finance Director prior to "pick up" day. Mice, keyboards, and other small peripherals may be boxed together but should not be listed on summary forms which is a query from the Technology Inventory

#### 2010-2011 Disposals and/or Donations



[Pages from Fixed AssetsSheets.pdf](#)

