

Disposal of Surplus Computer Equipment Policy

Purpose

The purpose of this policy is to allow donation of surplus, usable computer equipment to nonprofit agencies. This policy enables Polk County to recycle computer equipment no longer usable within County government providing a much needed service to those in need within Polk County.

Policy

- 1) It is the responsibility of the Information Technology Department to evaluate the life expectancy and usefulness of Polk County computer equipment.
- 2) The Information Technology Department shall determine when computer equipment is no longer usable within any department of Polk County government.
- 3) Excess computer equipment will not include computer software (other than Operating System software – OEM).
- 4) Once a determination has been reached by the Information Technology Department that Polk County has surplus computer equipment to be recycled, the Information Technology Department will notify the Board of Supervisors in writing. Such notification shall include the quantity, detailed description and condition of the excess surplus equipment.
- 5) The Polk County Board of Supervisors, by resolution, will make the determination of the award of recycled computer equipment to the specified nonprofit agency or agencies.
- 6) The Information Technology Department shall be responsible for arranging the transfer of the equipment to the nonprofit agency.
- 7) Any moving costs involved in the removal of the recycled computer equipment shall be paid for by the recipient.
- 8) If it is determined that there is not a nonprofit agency interested in obtaining the recycled computer equipment, the Board of Supervisors will notify the Information Technology Department and said equipment shall be forwarded to the General Services Department to sell at the annual County auction.

Contact: Information Technology
515-286-3757

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