



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CDB-4 Microcomputer Equipment Transfer

APPROVED: March 14, 1988 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: CDB

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Information Technology/Chief Information Officer

Designated Contact: Executive Director of IT Software Applications & Analytics

OBJECTIVE: To provide a method of equitably redistributing microcomputer hardware to maintain effective utilization for El Paso County Community College District.

PROCEDURE:

- I. Microcomputer equipment that is obsolete or no longer required by a client area may have a certain amount of residual value.
 - A. This equipment will be identified to the Microcomputer Support Unit (MSU) as excess to current requirements.
 - B. The MSU will ascertain the equipment's serviceability and future maintainability.
 - C. If the equipment is deemed to have additional serviceability, it will be advertised within the District as available for redistribution.
- II. To recognize and provide an equitable means of partial compensation for the original investment, the following method will be used:
 - A. Depreciation for microcomputer hardware will occur at 3 percent per month, with a base salvage value of 10 percent of the original purchase price.
 - B. The 10 percent figure will be the minimum asking price.
 - C. The client obtaining the redistributed hardware at this price will initiate a journal entry for this value to the client releasing the equipment.
- III. Microcomputer equipment identified as available for redistribution and requested by more than one client area will be provided to the budget sealed bid above current depreciated value. This amount will be transferred via journal entry to the account of the client releasing the equipment by the area receiving the hardware.
- IV. Equipment that is identified as excess to a client area's current requirements and not selected by another client area will be salvaged as spare components by the MSU or disposed as non repairable in accordance with District procedure.
 - A. All equipment transfer will be accomplished on property control record forms and in accordance with District procedures as applicable.
- V. Nothing in this procedure will be interpreted as precluding a Vice President responsible for the equipment from transferring it at less than its depreciated value.