



EL PASO COMMUNITY COLLEGE PROCEDURE

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

**CDB-5 Disposition of Grant-Funded
Desktop/Mobile Computer
Hardware and
Peripherals/Software
Microcomputer Equipment/
Software**

APPROVED: August 8, 1988 **REVISED:** January 15, 2010
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 guidelines for proper disposition of grant-funded equipment in accordance with external agencies' rules and/or regulations and District procedures.

PROCEDURE:

- I. Equipment that was originally funded by grants and is no longer required by the recipient will be identified by the District. The Grants Management Office will be informed of these items. The Grants Management Office will then assure District compliance with external agencies' regulation/requirements regarding disposition of grant-funded equipment.
- II. If the Grants Management Office determines that the equipment is no longer needed for the grant's original purpose(s) and there are no further restrictions related to the disposal or reassignment of the equipment, all further restrictions will be in accordance with District procedures that address redistribution of District owned equipment (See College Procedure CDB-4 *Microcomputer Equipment Transfer*). If the granting agency does not release title to the equipment to the District, disposition will follow the granting agency's specific instructions.