CWU Procedures Manual 3-10-616.1
Computer Recycling Procedure

Computers purchased with state funds are recycled in accordance with the following procedures. Computers purchased with grant or self-support funds may be sold or donated to another department but must be circulated through ITS (see Items 5a, 6 and 7) to assure the hard drive is clean and the software is current.

1. The Academic Facilities Planning Office maintains a list of faculty and staff with computer needs. Department and unit personnel are encouraged to notify the space analyst of needs as they arise.
2. Computers purchased with state funds are transferred first to other state-funded activities. If no other state funded activity or user requires a computer of the type available, it can then be made available to another university entity or it is surplused.
3. When another person within the same division has need of the available computer, it can be transferred through arrangements with the division head and Information Technology Services (See 5b below for procedure)
4. When computers are available for transfer outside the division, the Academic Facilities Planning Office is notified. An available computer is then matched to a department need, usually in priority order, again depending on the type of computer and the needs of the next person on the list.
5. Possible routing of recycled machines.
    a. Recycle of computers within the same department: When another person within the same department has need of the available computer, it can be transferred through arrangements with the department head and Information Technology Services (ITS). No interdepartmental transfer form will be required since the computer will remain on the departmental inventory list.
    b. Recycle of computers among departments in the same division: When another person within the same division has need of the available computer, it can be transferred through arrangements with the division head and Information Technology Services. In this case the transferring department needs to prepare an interdepartmental transfer form, including the name of the receiving department.
    c. Recycle of computers to departments in different divisions of the university: When computers are available for transfer outside the division, the Academic Facilities Planning Office is notified. An available computer is then matched to a department or unit need, usually in priority order, again depending on the type of computer and the needs of the next person on the list.
6. For any computer being transferred to a ANY new user, the transferring department needs to make arrangements with ITS for assuring that the hard drive is erased and routine maintenance is performed prior to transfer.

7. ANY computers that are being recycled to other university departments or entities or are being surplused should first be forwarded to Information Technology Services (ITS) with an interdepartmental transfer form attached, leaving the receiving department area blank. ITS will erase the hard drive and perform routine maintenance. If the computer is below standard and can be upgraded, ITS will inform the Academic Facilities Planning Office and the receiving department of the cost of upgrading. If the Academic Facilities Planning Office has funds available for this purpose, it will support hardware upgrades such as hard drives and additional memory. If the office does not have available funding, the receiving department will be responsible to fund any upgrades. Software upgrades are the responsibility of the receiving department. Once upgrades and maintenance are completed, the machine is then returned to another user within the division from which it originated or shipped to the faculty or staff member identified by the space analyst. Upon delivery of a recycled computer, ITS will secure signatures from the receiving department on the original Interdepartmental Property Transfer Form. ITS will then update their database and forward the completed Interdepartmental Property Transfer Form to Asset Management *(CWU Procedures Manual 3-10-616).* If a computer cannot be upgraded satisfactorily, it will be surplused.