

To: College of A&S Department Chairs and Faculty
From: Ruth Pionke, Senior Information Officer, College of Arts & Sciences
Date: February 19th, 2016
Re: Disposal of Technology in the College of A&S

Because UA is a state institution and all equipment purchased with research, department, startup, and grant funds is considered state or federal property, all technology, e.g., computer, instrument and so on, in the College of Arts & Sciences is recorded in the A&S inventory system and audited each year. In order to dispose of this technology properly, faculty and staff must follow the guidelines outlined below.

Technology Purchased with A&S Funds

A&S Funds include startup, department, college, award, and endowment money. Technology that is purchased with any of these A&S funds must be disposed of through eTech.

- Submit a request to <http://etech.as.ua.edu/forms/technology-equipment-pick-up/> to schedule pick up of equipment with eTech.

Technology Purchased with Grants

Disposal of technology purchased through external grants may vary, depending on the conditions of the grant and the cost of the equipment. For example, some federal agencies require special disposal instructions to be followed, especially with equipment that contains sensitive data. Other groups may not require anything beyond normal A&S disposal procedure for old equipment.

UA, A&S and Private Grants

- If the equipment is valued at less than \$5,000, the Principal Investigator (PI) should send an email to alma.fuller@ua.edu to schedule pick up of equipment.
- If the equipment is valued over \$5,000, the PI should follow the directions under **Technology with UA Property Tags** for equipment removal. Make sure to send a copy of the forms to alma.fuller@ua.edu so we can delete the equipment for the A&S inventory system.

Government Agency Grants

- The PI must contact the government entity to determine how the technology should be disposed. Depending on the response they receive, the PI should then



do one of the following:

- If no special disposal is needed, the PI should send an email to alma.fuller@ua.edu to schedule pick up of equipment.
- If the equipment must be disposed through Property Management, the PI should follow the directions under **Technology with UA Property Tags** for equipment removal. Make sure to send a copy of the forms to alma.fuller@ua.edu so we can delete the equipment for the A&S inventory system.
- If the agency requires special steps outside of those listed for disposal, the PI should carefully follow these instructions and send a copy of the forms to alma.fuller@ua.edu so we can delete the equipment for the A&S inventory system.

Technology with UA Property Tags

Technology that is valued over \$5,000 is tracked through Property Management and must be disposed of through them as well. For items with UA property tags, department faculty and staff should do the following:

1. If the equipment is a computer, submit a request to itsd@ua.edu, requesting that the computer hard drive be wiped.
2. Go to <http://fawp.ua.edu/propertyandinventory/> and transfer the property to Surplus by following the directions under the **Transaction Form** section.
3. Before mailing the form, scan it and email a copy to alma.fuller@ua.edu so we can delete the equipment for the A&S inventory system.
4. Submit work request to Logistics to pick up the equipment for Surplus.

Please contact Ruth Pionke at ruth.pionke@ua.edu or 348-4832 if you have any questions.

