



Computer Buy Out

Purpose

The College of Arts and Architecture (CAA) recognizes the occasional situation where a retiring member of the organization would like to purchase their computer upon their departure. This policy defines the terms and conditions by which this request may be fulfilled.

Scope

This policy applies to a full-time faculty or staff member of CAA using a computer purchased for their use by their presiding department, which is maintained and serviced by the Arts and Architecture department of Information Technology (AAIT). This request to purchase can be made when the individual is retiring in good standing from CAA.

Policy

A retiring member of the faculty or staff of the College of Arts and Architecture is permitted to request the purchase of their computer upon their departure.

The presiding department in conjunction with members of college administration and AAIT will evaluate the computer in question for usefulness to the organization before permitting this purchase. If the computer is not needed for another purpose, and the organization permits, the request can be approved. Upon approval, the computer can be prepared for transfer.

The transfer happens by way of these steps:

- The user must back up all data and necessary files. This ensures the user has saved copies of all their own work. If it is necessary, AAIT can assist after the user has completed the backup to the best of their ability.
- The user must take note of any software titles that will be needed after transfer. No titles owned by the organization can be transferred, and must be purchased by the user as a personal purchase with their own funds. This is in preparation for the computer to be erased.
- The user will relinquish the computer to AAIT.
- AAIT will remove any references to the computer from any college maintained server systems, and update the inventory system to show the computer is no longer in service.
- AAIT will completely erase the harddrive and install a version of OS onto the computer which was shipped with the computer upon its purchase. This ensures no institutionally owned data or files remain on the computer, and ensures no department or college owned software remains on the computer.
- The specifications of the current computer will be communicated by AAIT to Lion Surplus and Salvage. Lion Surplus will evaluate the computer and determine a fair market value for the computer.
- If the price is agreed upon, AAIT will submit a DISP to transfer computer to Salvage.

- The user will contact Lion Surplus and Salvage and arrange for payment to purchase the computer with their own personal funds. A receipt of purchase must be acquired.

- The user will bring the purchase receipt to AAIT, at which time, AAIT can provide the computer to the user and the transaction is complete.