For computers older than 4 years old

All computers older than 4 years old shall be replaced with new computers. The old computer will be removed from service and sent to Property Disposition. Computers or related equipment to be made available for private purchase must be purchased through Property Disposition. Please see the procedure below.

For computers less than 4 years old

When a departmental computer is being replaced or removed from service and is not four years or older, it will be returned to Plant IT to be used as a spare.

Note: Once the computer ages to four years old, Plant IT will seek to remove the computer from service.

Computers or related equipment to be made available for private purchase must be purchased through Property Disposition. Please see the procedure below.

Procedure for purchasing computers from Property Disposition

Plant IT will pick up the computer, remove all departmental files and software from the computer, fill out the Declaration of Surplus form, and get a price quote from Property Disposition. The purchaser must get the completed Declaration of Surplus form from Plant IT, take the form to Property Disposition, pay the quoted price, and get a receipt from Property Disposition. The receipt is required in order to pick up the computer from Plant IT.

Plant IT does not warranty or provide support of any kind for surplus or other non-departmental owned computers.

Note: Equipment designated as surplus property is covered under the Standard Practice Guide number 520.1. (Section IV A) [http://spg.umich.edu/policy/520.01](http://spg.umich.edu/policy/520.01)