

OPTIONS FOR DISPOSAL OF INVENTORIED OR NON-INVENTORIED EQUIPMENT

There are four methods for disposing of old, non-working AgriLife computers as well as other inventoried or non-inventoried equipment such as printers, old phones, etc. ALL disposals of State property should be reported to the Property Office. Equipment with no asset number should be listed as “NI” (non-inventoried) on the [AG-301 Property](#) form. Additionally, all forms and information can be found on our District 12 website at <https://southtexas.tamu.edu/county-resources/inventory/>

1. County office donates PC to a local school, library, volunteer fire department, or approved non-profit and assistance organizations.
2. Computer is transferred to your county’s IT inventory.
3. County office returns the computer to TAMU surplus.
4. Computer is transferred to another AgriLife office.

Method 1: County office donates computer to a local school, library, or approved non-profit and assistance organizations

This is a practical and easy method for removing a surplus equipment from your office inventory. You can search for approved non-profit organizations by going to the link on the AgriLife Property website, examples are Salvation Army, Goodwill, etc.

- Hard drive must be physically removed/destroyed from surplus computers.
- Complete the [AG-301 Property Transfer](#) form.
- County coordinators will sign the form, which must also be signed by the agency representative receiving the asset.
- Email completed form to District 12 Office Manager.

Method 2: Computer is transferred to your county’s IT inventory

Contact your county IT department and ask if they accept surplus transfers. If they do, this is the most convenient method to dispose of your old assets.

- Hard drive must be physically removed/destroyed from surplus computers.
- Complete the [AG-301 Property Transfer](#) form.
- County coordinators will sign the form, which must also be signed by the county IT representative receiving the asset.
- Email completed form to District 12 Office Manager.

Method 3 - County office returns PC to TAMU surplus

Utilize this method when anyone in your county office will be traveling to College Station (during State 4-H Roundup or other workshops or meetings taking place at the TAMU campus).

- Email Request to District Office Manager of your intent to return old equipment to TAMU Surplus and include the following information:
 - WHAT: Asset Numbers (if there is no asset number, list make/model of equipment)
 - WHEN: Estimated Delivery
 - WHY: Reason for Disposal - why are you getting rid of these items. (Hard drive must be physically removed from any computers.)
 - INCLUDE: Statement of Verification that you have removed the hard drives.
- Package the equipment and hard drives (which must not be left in the units)
- District Office will initiate the transfer online for appropriate routing and approval then forward the approval back to the county via email.
- County will print and provide the approval document to Surplus along with the equipment. Surplus will NOT accept items without this approval document.
 - WHERE: TAMU Surplus Property Office is located at 330 Agronomy Road in College Station, operating hours are M-F, 9am-4:30pm.

Method 4 – PC is transferred to another AgriLife office

This is an easy way to rid your office of an unused computers or equipment. If it's still usable then someone else can benefit by using it.

- This does NOT require the computer hard drive be removed/destroyed. However, you must remove county specific data files from the hard drive.
- Email District Office Manager with a list of the Asset Numbers and new AgriLife location.
- District Office initiates the transfer online after receiving your request.
- County completes the physical transfer to the receiver.

HARD DRIVE REMOVAL REQUIREMENT

When disposing of a computer, we are required by law to ensure no agency data or licensed software can be recovered. Therefore, the hard drive must be physically removed and destroyed to render it useless.

- Conduct a Google search on “Desktop drive removal demo” or “Notebook drive removal demo” specific to your computer model for instructions.
 - Once removed, destroy the drive with a hammer or drill holes through it and dispose of it, OR
 - you may ship to District Office for proper destruction and disposal, OR
 - You may also ship to AgriLife Information Technology for proper destruction and disposal, include a note inside package that they are to be destroyed and send to following address:

AgriLife Information Technology
ATTN: Anna Davidson (Ste 310) or Tom Wood (Ste 306)
578 John Kimbrough Blvd
College Station, Texas 77843