

This document was approved on February 26th, 2004

Policy Regarding Disposal of Equipment Acquired with Student Computer Fee

The following guidelines have been established by the Computation Advisory Committee (CAC) to govern the transfer of assets purchased with student computer fee income:

1. If the assets are less than 3 years old or have a combined value of more than \$5000, the first attempt must be to find another use for the assets that are allowable under "Guidelines for Appropriate Expenditure of Income from the Student Computer Fee". The assets can be transferred to another allowed use without contacting CAC. If an allowable use is not identified, the availability of the assets should be advertised, on a first-come-first-served basis, by CAC for 1 to 2 weeks. If after contacting CAC, another allowable use for the assets is not identified, then the assets may be transferred within ISU for a non-allowable use, or disposed of according to Iowa State's Asset Recovery Program.
2. If the assets are more than 3 years old and have a combined value of less than \$5000, assets may be transferred within ISU for a non-allowable use, or disposed of according to Iowa State's Asset Recovery Program.