

Transfer and Disposal of Equipment and Assets

Policy

Local Agencies (LAs) must obtain prior approval from the state agency (SA) before the transfer or disposal of any equipment or asset.

Authority

7CFR Part 3016, OMB Circulars A-87, A-102, A-110, A-122, A-133, ASMB C-10

Procedures

- I. **Transfer** of equipment and assets, LA must:
 - A. Request the transfer of equipments or assets between agencies.
 - B. Submit Equipment Transfer request in a manner prescribed by the SA.
 - C. Update the equipment inventory as prescribed by SA when the transfer occurs.
 - D. Maintain a copy of correspondence regarding equipment transfer.

- II. **Unusable** or **not repairable** equipment and assets, LA must:
 - A. Request disposal of equipment or assets.
 - B. Submit Equipment Disposal requests in a manner prescribed by the SA.
 - C. Update the inventory logs when the disposal occurs
 - D. Maintain a copy of correspondences regarding equipment or asset on file.
 - E. Remove licensing information and data stored on computers prior to disposal.
 - F. Use local standards to dispose or recycle the equipment or asset.

- III. **Obsolete** equipment and assets, LA must:
 - A. Offer obsolete equipment for transfer in the following sequence
 1. Federal-funded program.
 2. State-funded program.

Indiana WIC Program
Indiana State Department of Health

3. County-funded program.
 4. School Corporation.
- B. Follow the equipment transfer procedures above if a program requests equipment.
- C. Follow unusable or not repairable procedures above if no program requests equipment or asset.
- IV. **Replacement** of nonworking computer equipment and assets, LA must:
- A. Follow instructions of the MIS contractor for replaced computer hardware and accessories:
 1. If there is a return label in the box sent by the MIS contractor, return the hardware or accessory.
 2. If there is not a return label in the box, the hardware or accessory is obsolete or broken beyond repair and must be disposed by following unusable or not repairable procedures above.