

Procedure For Recycling Used Computers and Office Equipment

After a computer or piece of office equipment has given its life for us we want to honor it by giving it a proper burial.

The first step is to fill out a Fixed Assets Equipment Form available in Business Services. Please state where the equipment is going as the Board reviews the forms and wants to know what happens to the equipment. Then you will need to remove any asset tag that may be on it. Once the asset tag is removed and the Fixed Assets Equipment Form is filled out and returned to Business Services, the equipment needs to be placed on the shelving just outside the IT department on the loading dock. There will be a sign on the shelves stating Equipment To Be Recycled Only. If the equipment is heavy or awkward send a ticket to helpdesk@scoe.org and someone will come and remove it for you.