

4.001 Obsolete Computer Purchases

Rationale:

Computers, whether CPUs or laptops, and related components, including monitors and keyboards, that are three years or older are identified by the Clerc Center as obsolete in accordance with the Gallaudet University policy: [2.23 Property Management](#).

The Clerc Center has the option of sending the computers to the Distribution Center to be disposed of or selling the obsolete computers to a full-time employee for \$50. Upon purchase, the computer becomes the sole property of the employee and he or she is responsible for all future software and service needs.

Procedures for purchase:

1. When an employee has identified a computer to purchase, payment must be made by cash or money order payable to Clerc Center Technology Services (CCTS).
2. Upon purchase, the employee will be given a receipt from CCTS establishing ownership.
3. Computers are sold "as-is." All Microsoft software will be removed from the obsolete computer before the purchase is made.
4. At the time of purchase, the employee must sign an agreement that indicates:
 - a. The obsolete computer has been purchased and is no longer the property of the Clerc Center.
 - b. The employee assumes all responsibility for any future service or software needs for the obsolete computer.
5. All CCTS support for the obsolete computer will cease at the time it is purchased.