

Donation or Sale of Retired Computing Assets

Summary

Columbia College Information Technology (CCIT) is responsible for maintaining computing assets within the College's computing environment throughout their usable life.

When a computing asset is to be retired, CCIT is responsible for safely removing all application software and information assets that may have existed on the equipment and appropriately retiring the equipment.

Avenues of retirement include the donation or sale of serviceable, but technologically obsolete assets and the disposal of unserviceable assets.

When retiring computing assets, CCIT strictly adheres to the policies of Columbia University's Office of the Treasurer & Controller ("Controller").

The remainder of this document describes policies and procedures for the retirement of computing assets.

Accountability for Capitalized Equipment

All major computing assets (acquisition cost with a dollar threshold of \$2,000 or more, with a useful life of two or more years) are capitalized at time of purchase. Such acquisitions should be charged to equipment sub-code 61XX or 63XX.

Capitalized assets (requisitioned as 61XX or 63XX) are inventoried by field auditors on acknowledgment of payment via AP/FAS month-end feed.

Inventoried assets (affixed with a CU barcode providing its CUID tag #) are tracked through their life cycle and remain as a departmental accountable asset, until eventually reported retired via donation, sale, or disposal.

CCIT remains accountable for capitalized assets until required disposal approval is acknowledged and adjustments are made to University inventories.

Active and retired equipment is subject to audit reviews.

Accountability for Non-Capitalized Equipment

Although not tracked via asset tags throughout their lifecycle, non-capitalized equipment when donated or sold must be accompanied by a letter of release (to be described below). Additionally, in sales of such assets, fair market value and re-sale tax must be collected.

Retirement Procedure

Computing assets to be retired will in all cases be returned to CCIT's offices.

With computing assets capable of storing application software or information assets, CCIT will use bulk eraser technology to erase all magnetic storage devices. This procedure will erase and possibly destroy track marks. Non-erasable mediums will be removed and destroyed.

If the asset is to be donated or sold, whenever possible and resource permitting, CCIT will use an asset's restore disk to restore the equipment as it was originally furnished by the manufacturer so as to provide base level functionality for the recipient. In such cases, CCIT must provide the recipient of the asset with this restore disk and its associated license(s).

In all cases, equipment donated or sold is provided to recipients in "as is" condition. CCIT has and will take no further responsibility for the maintenance and support of retired equipment.

A list of equipment to be retired will then be submitted to the Controller.

The list will provide all necessary information to identify assets for disposal including CUID tag #, Manufacturer, Model #, Serial #, and a brief description of the asset. For each asset, CCIT will recommend to the Controller the method for retirement (donation, sale, and disposal).

Upon authorization from the Controller, CCIT will proceed with the authorized method of retirement for each computing asset.

Donation or Sale of Retired Computing Assets

Donation & Sale of Equipment

The Office of the Treasurer & Controller will review the funding source of assets identified for donation or sale to ensure that no restrictive title vesting exists that would require their office to contact a funding agency and request agency ROA ("Relieve of accountability" and title transfer to CU) so as to permit completion of the donation or sale.

If title vests with the Trustees of Columbia University, The Office of the Treasurer & Controller will initiate a letter to be signed both by CCIT and the recipient that the donation is to be accepted "AS IS....etc". The letter will include release clauses to safeguard the interests of the University from any legal implication.

A copy of the donation or sale approval will be forwarded to Campus Security to allow the physical removal of the asset.

Both University and CCIT inventories will be updated to reflect the retirement of assets and method of retirement once retirement is authorized by The Office of the Treasurer and Controller.

Donation to a non-profit organization

In the case of donations to non-profit organizations, CCIT is to ensure equipment will be given to an organization that is recognized under IRC 501 (c) (3) or IRC 509 non-profit educational institutions.

CCIT is to request a brief letter of interest for donation on letterhead signed by the authorized charity head.

The request along with a list of items available for donation is to be forwarded to The Office of the Treasurer & Controller.

Once approved by The Office of the Treasurer & Controller, the donation may proceed.

Sale of Equipment

Serviceable, but technologically obsolete assets may be offered for sale by CCIT, after in-house re-utilization needs have been considered.

If the asset was research funded, The Office of the Treasurer & Controller will have to consider the fund source. If funded by a Federal Grant or Contract, CCIT may have to review special provisions of the granting agencies and respect any terms of the agency agreement at the time of disposition.

In order to assist with pricing of proposed sale, CCIT is to provide The Office of the Treasurer & Controller the Columbia barcode tag number affixed at time of inventory or details of purchase if not capitalized, along with a brief justification for sale.

By providing such, the funding source, year of acquisition, technology and configuration of the PC can be determined.

The Office of the Treasurer & Controller working with CCIT will arrive at a fair resale price for the computing assets.

Instruction on deposit of sale proceeds will be advised on agreement of fair market value for the computing asset to be sold.

NY State Re-Sale Tax

In sales of equipment, CCIT must recover **8.25%** on all sales which is deposited in a special New York Sales tax account and periodically returned to NY State.

Because of Columbia University's IRS Tax status, the University is exempt from sales tax, on all acquisitions. However, it is obliged to recover and return any tax for subsequent resale to persons without similar tax exemptions. It is to be noted that some wholesale purchasers of used equipment do have tax exemption in their registered state of operation.

Disposal of Unserviceable Equipment

CCIT recognizes that the volume of waste from the disposal of computing equipment is both wasteful and environmentally damaging.

Computing equipment contains many valuable and recoverable materials such as aluminum, ferrous metals, copper, gold, silver, and plastics.

Computing equipment also contains significant amounts of toxic or hazardous materials including mercury, lead, cadmium, beryllium, chromium, antimony, brominated flame-retardants, and polyvinyl chlorides which pose hazards to the environment and human health if inadequately or improperly disposed of in landfills.

Once disposal is authorized by The Office of the Treasurer & Controller, CCIT will make all efforts to recycle the computing assets with an appropriate electronics (e-waste) recycling program.