

Electronics

Anything that holds data must be wiped before it leaves campus, therefore all servers, hard drives, computers, and tablets are wiped when they reach the DC. Even if your department wiped, it we will do it again. It's our responsibility to wipe these items to DOD (Dept of Defense) standards in order to protect the university from any data leaks.

- Contact OIT to ask them to remove Apple School Management from serial # xyzzyz... as the item is being transferred to Property Services for disposal.
- Always include a valid serial number in the asset record for computers, tablets, hard drives, and servers
- Remove Apple ID's & Lock Codes
- Add passwords to the notes field in AssetWorks

We suggest having the employee who knows the logon, password &/or lock code change it before it is given to you for processing. Selecting a standard department password/lock code that they can change it to, then advising them to please take the step to change the password to the one you give them, before forwarding the item you, makes it easy for you to check to ensure this has been done, and then put the new password/lock code into the notes field of the asset record when you are preparing the transfer.

If you have someone who is retiring from the university and they'd like to purchase their computer, it must still be processed by the Surplus Property Team. Please contact us to make arrangements and ensure that proper procedures are followed for the transaction. This relieves the department, the person, and the university from liability.

Apple Products

- These are our biggest sellers, however unlike windows products, **we are not able to access and wipe these products to DOD standards if we cannot log into them.**
- If we cannot access them to wipe them they must be destroyed which goes against our sustainability rating as a campus and prevents us from returning proceeds to you for these items. And yes, most of them sell for a net value of more than \$100.