

**SAM – INFORMATION TECHNOLOGY
DISPOSAL OF IT EQUIPMENT**

AGENCY RESPONSIBILITY

5903

(Reviewed 2/2015)

Each agency is responsible for ensuring that any residual value in surplus IT equipment is realized. Each agency must explore the reutilization of surplus IT equipment prior to requesting approval for disposal or attempting to use the equipment as a credit toward the purchase or lease of new equipment.

The agency must submit a completed Property Survey Report ([STD. Form 152](#)) to the Department of General Services, Office of Surplus Property and Reutilization ([OSPR](#)), at least 30 days prior to the disposal of surplus IT equipment.

Each agency must comply with the state property accounting requirements described in SAM Section [8633 and 8640–8642](#) when disposing of surplus IT equipment.