



**Administrative Regulations  
Office of the Mayor**

**Title:** DISPOSAL OF SURPLUS COMPUTER EQUIPMENT

**A.R. Number:** 2.4 **Effective Date:** 2/1/2007 **Page:** 1 of 1

**Supersedes:** Disposal of Surplus Computer Equipment **A.R.:** 2.5 **DATED:** 9/1/2000

**I. POLICY**

The City of Richmond will allow City employees to purchase computer equipment in accordance with procedures set forth in this policy.

**II. PROCEDURE**

1. Agencies having surplus computer equipment shall declare such property surplus to the Department of Procurement Services by completing a Declaration of Surplus Property Form.
2. The Automation Coordinator for an agency declaring computer equipment as surplus, shall "ghost" the system, meaning that all information will be removed from the hard drive, except the operating system. The Automation Coordinator shall document that this task has successfully been completed. This documentation will be inserted in the surplus property files.
3. The Department of Procurement Services, in concert with DIT, will establish a uniform price available on the equipment based on after market value.
4. Once a price has been established, the Department of Procurement Services will publicize the availability of the surplus computer equipment in a location available to the general public. The equipment will be sold to the first person to submit an offer at the publicized price. All sales shall be advertised to the public in a newspaper of general circulation.
5. At the conclusion of each purchase, the City employee making the purchase will receive a bill of sale and shall certify in writing that the equipment is for personal use and not for resale. The employee shall also certify that they did not directly participate in the surplus decision.
6. In a given fiscal year, a City employee may purchase up to \$499 worth of surplus computer equipment.

**III. RESPONSIBILITY**

The Office of the Mayor and the Department of Procurement Services shall be responsible for administering and updating this policy.

**APPROVED:**

**MAYOR**