DISCARDING EQUIPMENT

One of the realities in a school media center is equipment eventually wears out or becomes obsolete. The increasingly rapid change in technology amplifies this problem. Consider discarding equipment that is obsolete, in poor physical condition, or cannot be repaired at reasonable cost.

To discard any audiovisual or computer equipment:

A. In Destiny, add a note to the “Copy Record” matching the piece of equipment that you are discarding the item, as of “the date”.

B. Fill out a ***Fixed Asset Inventory Receipt/Transfer Form* #8036-00** for the item to be discarded. On line 2 of the form type “**Service Center (for DISCARD)**”. Fill out the rest of the lines 1-7 completely. If there is no barcode, just write “N/A” in that field.

C. Make two photocopies of the filled out form.

D. Send all but the gold copy of the form to Lucy Nixon, Service Center. Be sure to keep the gold copy for your records. Mrs. Nixon will arrange pick-up. Do not turn in a work order.)

E. Send one of the photocopies to the Media Services office. We will update Destiny records when the equipment comes in for surplus.

D. Label the machine to be discarded with a **“DISCARD”** notice and securely attach the second photocopy of the form to it so that the warehouse delivery driver will be able to find it if he comes to the building when you are unavailable and so he knows that it is a discard, rather than a repair.

E. Put all the equipment to be picked up in one place, easy to locate when entering the room.

F. Someone from the Warehouse/Delivery Department will pick up the equipment.