



Northeastern University

RESEARCH & PROPERTY ACCOUNTING OFFICE **ASSET DISPOSITION PROCEDURES & FORM**

Revised 10/3/09

Introduction: It is critical the University control all assets. There are many instances where property that is not needed or is obsolete in one area may fill a requirement elsewhere in the University. By following these disposition guidelines, Northeastern will be able to more effectively manage its resources.

Objective of Property Control: The Accounting office identifies, tags, and documents all *equipment* purchased with an acquisition value of \$1,500 and above. In addition, all federal property with an acquisition value of \$1,500 and above is tagged. The Accounting office is required by federal law (under Federal Reg A-110) to control property through periodic inventories, provide logistical and financial accountability, and dispose of unneeded property.

Capitalized Equipment: Tangible non-expendable personal property including exempt property charged to ledgers 2, 3, 5, 6, or 7, having a useful life of more than two years and a unit cost of \$1,500 or more.

The following two documents **MUST** be completed prior to disposing or moving any University-owned property:

Document #1: Asset Disposition Form (Provided by Accounting, completed by relevant unit.)
Used for ALL asset disposition activity.

Document #2: Bill of Sale (Prepared and executed by **Purchasing**)
*Used with the Asset Disposition Form when equipment is **SOLD**.*

How to complete the Asset Disposition Form:

Step	Action
1	<i>Complete Section A</i> (provides general equipment information) - In order to be processed, the Form must be signed by a department head. - If disposing of multiple items from one location, attach a listing of the items to a single form. - If computer related equipment is proposed to be moved or disposed from the departments named below, an Information Security Officer signature is required in Section A of the form: <i>Marine Science Center, Human Resource Management, Disability Resource Center, Speech – Audiology – Pathology, Information Systems.</i>
2	<i>If TRANSFERRING equipment to another NU department, complete section B.</i>
3	<i>If DISPOSING, RECYCLING, SELLING or SCRAPPING equipment, or to declare a STOLEN computer, complete section C.</i>
4	Once the form is complete, please fax to x8338, or send via interoffice mail to ACCOUNTING, 251 Richards Hall. The telephone number is x2477.

Guideline for Review and Processing of the Asset Disposition Form:

If the items are computer related, have a unit cost less than \$5,000.00, and the form has all required signatures, it is sent to Recycling (**Peter Lembo x5711**). **Recycling removes the equipment typically in 10 to 15 business days.**
For all questions on pickup timing, please contact Recycling.

For all other equipment with a unit cost less than \$5,000.00 the form is sent to transportation. **Transportation removes the equipment typically in 5 business days.**

For items with a unit cost greater than \$5,000.00, or for items to be sold, the form is sent to Jim Stack in purchasing for review before it is forwarded on to recycling or transportation.



Northeastern University ASSET DISPOSITION FORM

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<p align="center">INSTRUCTIONS</p> <p>1. COMPLETE SECTION A. 2. USE SECTION B FOR TRANSFERS ONLY. 3. USE SECTION C FOR DISPOSITIONS ONLY. 4. FAX FORM TO ACCOUNTING, x8338 (251 RICHARDS HALL)</p>		FINANCE USE ONLY	
		SERIAL #	
		DATE REC'VD	
		NOTIFIED RECYCLING	
		NOTIFIED TRANSPORTION	
SECTION A – General Equipment Information			
PREPARED BY		DEPARTMENT HEAD SIGNATURE	
DEPT			
ROOM		INFORMATION SECURITY OFFICER SIGNATURE	
PHONE #		(See next page for signature requirements)	
EQUIPMENT INFORMATION			
DESCRIPTION			
NU TAG NUMBER			
SERIAL NUMBER (Service Tag)			
LOCATION OF EQUIPMENT			
SECTION B - Internal Transfers Between Departments and/or Buildings			
	BUILDING	ROOM	DEPARTMENT
EQUIP LOCATION →			
MOVE TO →			
SECTION C – Dispositions (equipment stolen, scrapped or sold)			
CHECK ONE BELOW:	FOR STOLEN COMPUTERS, INFORMATION SECURITY OFFICER SIGNATURE REQUIRED:		
STOLEN (see note at right)			
RETIRE/SCRAP		FOR SALES, COMPLETE THIS SECTION:	
SALE		SOLD TO (NAME): BUYER ADDRESS AND PHONE NUMBER:	
PURCHASING REVIEW:		CIRCLE ONE BELOW:	
		SEND TO WAREHOUSE	SCRAP
FOR TRANSPORTATION ONLY			
EXACT LOCATION OF EQUIPMENT →	BUILDING	ROOM	

Asset Disposal Process Information Security Procedures for Computer Movement and Disposal

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Movement or disposal of computers must always be undertaken in compliance with University policy and procedure, as well as state and federal information protection and hazardous materials regulations. The following table describes procedural requirements for movement and disposal of computers:

IF a computer is to be...	THEN...	AND...
<p>MOVED from or within the following entities: Marine Science Center**, Human Resources Management Benefits Department**, Disability Resource Center**, Speech-Audiology-Pathology**, and Information Systems</p> <p>Asterisks (**) denotes HIPAA-covered entities</p>	<p>Information Security Officer signature REQUIRED on page 1 of Asset Disposition Form.</p>	<p>The completed Asset Disposition Form must be faxed to x6423 for Security Officer signature. Once signed by a security officer, the form is faxed to Accounting at x8338.</p> <p>Caution: <i>Movement of computers from or within HIPAA-covered entities without security officer signature is a violation of HIPAA regulations, and may lead to administrative, civil or criminal penalty.</i></p>
<p>REALLOCATED to another NU department... SOLD to a University employee, or... DONATED outside the University...</p> <p>About reallocated computers... Computers reallocated within NU are wiped clean of all data prior to reallocation. In order to use such computer/s, the receiving department must either install an operating system and application/s, or contact the IS Help Line to arrange installation of the NUNET computer image.</p> <p>About sold and donated computers... Sold and donated computers are "wiped" clean of all data prior to sale or donation. In order to use such computer/s, recipients must purchase and install an operating system and application/s of their choice.</p>	<p>The disk drive(s) inside the computer must be "wiped" PRIOR to reallocation, sale or donation.</p> <p>Information Security Officer signature REQUIRED on page 1 of Asset Disposition Form.</p>	<ol style="list-style-type: none"> 1. Originating business or academic unit removes disk drives, contacts itsecurity@neu.edu for pickup, and faxes completed Asset Disposition form to x6423 for Security Officer signature. 2. Disks are wiped and returned to originator, along with Asset Disposition Form signed by a Security Officer. 3. Originator follows remainder of disposition procedures for reallocation, sale or donation of equipment. <p>Important Note... Computers awaiting to be reallocated, sold or donated must be stored inside an office or other non-public physical space, and must remain in that space until collected or otherwise transported to the final destination. Storage of computers in publicly-accessible areas such as hallways or loading docks is a violation of safety codes, and is not permitted under any circumstance.</p>
<p>Sent to recycling Scrapped</p>	<p>Information Security Officer signature <u>not required</u>.</p> <p>Complete an Asset Disposition Form and fax to x8338.</p>	<p>Computers awaiting recycling/scraping must be stored inside an office or other non-public physical space, and must remain in that space until collected. Storage of computers in publicly-accessible areas such as hallways or loading docks is a violation of safety codes, and is not permitted under any circumstance.</p>

For questions or concerns about compliance with computer disposal procedures please contact itsecurity@neu.edu, or the Facilities Service Center at x2754.