

Department of Chemistry and Chemical Biology
Inventory Control Procedures for Computer Equipment & Peripherals
Updated on 11/19/2002

I. Procedures for Inventory Control

1) Computer equipment purchased for use in the Department:

a) Desktop computers and peripherals (over \$1000.00) intended for use on University property: Such equipment will arrive at the Chemistry Stockroom. Upon arrival, Computer Support will prepare the equipment for distribution, add the equipment to the inventory database and make the delivery to the person who is the appropriate recipient. Property Management will tag the equipment at its location after obtaining the location information from Computer Support.

b) Desktop computers, Laptop computers, and peripherals (over \$1000.00) intended for mobile or off campus use: It is necessary to complete step [a] above. In addition, Computer Support will assure the user completes the University sign-out form (Sign-out Form for Equipment Removed from University Premises - a copy of this form is located on this website). Computer Support will forward the paperwork to Property Management and a representative from Property Management will contact the user to make arrangements to tag the equipment.

2) Disposal of surplus equipment (obsolete or non-functioning computer equipment and peripherals):

a) Desktop computers, Laptop computers, and peripherals: To dispose of such equipment, contact Computer Support. They will assess whether the equipment is useable:

- If so, they will prepare and distribute a Property Management Equipment Transfer/Disposal Form and will update their inventory database.
- If not, they will prepare and distribute a Property Management Equipment Transfer/Disposal Form, will additionally prepare and distribute a Material Services Surplus Disposal Request Form, will delete the item from their database and will coordinate the disposal with Material Services.

II. Supplemental Information and Materials

- 1) Sign-out Form for Equipment Removed from University Premises
- 2) Property Management Equipment Transfer / Disposal Form
- 3) Material Services Surplus Disposal Request Form

Contact Information:

- 1) Property Management Department, Livingston Campus, Bldg. 4088
- 2) Chemistry Computer Support, x52290 Pcsupport@rutchem.rutgers.edu