

Policy & title ICT002 – Disposal/Internal transfer of ownership of UCT IT Equipment

Effective date 1 January 2015

Objective To provide rules, procedures and guidance on how to dispose of unwanted IT equipment, so as to maximise continued use for the UCT community, in a fair, equitable and environmentally-friendly manner, and where not needed by the UCT community, then to third parties.

Scope Includes all UCT IT equipment (including laptops, desktops, personal computers, keyboards, mouse devices, monitors, screens, printers and cables)

Applicable to All UCT staff and students, including joint staff of PGWC or NHLS conditions of service

Related policies Funds deposited with or held by UCT [[GEN001](#)]
Asset Register Policy [[AST001](#)]
Replacement cycle of end-user ICT equipment [[ICT001](#)]
Disposal of redundant and second hand goods [[PUR001](#)]

Policy **General**

- All IT equipment belongs to the University, even if bought using research funds. *Refer policy GEN001 above.*
- Unwanted IT equipment must not be abandoned. This includes broken IT equipment which must be recycled as e-waste. Contact [ICTS Helpdesk](#) or X4500 to arrange for collection.
- Where the IT equipment resources are managed at a faculty level, the Faculty IT manager/Equipment Committee would be responsible for the disposal thereof, with the Dean being accountable in terms of ensuring adherence to this policy.
- When IT equipment is no longer required by a
 - (a) department, the Head of Department (HOD), after consultation with the Faculty/PASS IT manager/co-ordinator, is responsible for ensuring that the disposal takes place in accordance with these University procedures. or
 - (b) research unit, the Director of the research unit, after consultation with the Faculty/PASS IT manager/co-ordinator is responsible for ensuring that the disposal takes place in accordance with these University procedures.

 **Note**

- Disposal/internal transfer of IT equipment must be authorised by the HOD after consultation with the IT liaison officer/manager, where there is one.
- If the unwanted item is on the UCT Asset Register, the Asset disposal policy must be actioned before proceeding with the disposal or internal transfer.

 **Note**

Most IT equipment will not be registered as an Asset but may be on a departmental inventory list. For audit purposes, the list must be updated by the department, and the Faculty/PASS finance manager informed.

- Any UCT desktops or laptops which are to be disposed of to third parties MUST
 - be formatted and the original purchased Operating System reinstalled, to ensure that all private or confidential information is removed and software licence requirements are adhered to.
 - be branded as “disposed of by UCT” if the UCT desktops or laptops have previously been branded as “UCT” to denote ownership.

This is only if disposal/transfer is outside UCT.

 **Note**

This formatting (and if necessary re-branding) process is triggered by logging a call with the [ICTS helpdesk](#) or X4500. Please bear in mind that such calls will receive a lower priority status in the IT Workshop. If a large number of items need to be disposed of at one time, a schedule will need to be negotiated with the IT Helpdesk Manager.

Assets

Before proceeding with the disposal of any IT equipment, first check whether the item is listed on the UCT Asset Register. See: [Asset Register Policy](#)

Where an item of IT Equipment is listed on the UCT Asset Register, the rules and procedures relating to the disposal of an “Asset” must be followed. See: [Disposal of redundant and second hand goods](#)



Most IT equipment (PCs, laptops, keyboards, mouse devices, monitors or printers) is expensed in the year of acquisition and will not be listed on the University’s asset register.

Disposal/Internal transfer of IT equipment

IT equipment that is redundant in one department may have residual functionality.



The department, via the IT manager/co-ordinator, can also request ICTS to collect and dispose of / facilitate re-use of within UCT. Proceeds from any subsequent sale/transfer will be credited to ICTS.

In order to facilitate the disposal of surplus IT equipment by a UCT department, in a fair and equitable manner, the offers must be made sequentially as follows:

- 1st For UCT use in other departments in the faculty/PASS area where the surplus IT equipment resides;
- 2nd For UCT use in other UCT departments;
- 3rd To UCT staff, for personal use, for sale for value, for an agreed time period;
- 4th To UCT students, for personal use, for sale for value, for an agreed time;
- 5th To the public by sale or donation, with the approval of the Dean/Exec Director of the area.

Options 3 – 5 may only take place after it is ensured that the equipment is not required by any other UCT departments for UCT business use.



See above regarding reformatting of operating system (required for all disposals/transfers) and removal of UCT brand (only if external to UCT).

The above procedure, is facilitated via mailing lists and an [internal trading post](#), hosted by Procurement and Payment Services, whereby surplus IT equipment is advertised and transfer is arranged for UCT departments and staff. Sales to students will be facilitated via the student portal.

ICTS support for hardware

When IT equipment is moved to another university department, ICTS will continue to support it as long as the item

- appears on the ICTS-supported hardware list; and
- has only been serviced by or via ICTS.



Where items have not been maintained by ICTS and/or are not in good condition, ICTS will assess the item before undertaking to continue support.



ICTS does not support equipment sold to staff, students, or disposed of into the public domain. It must be clearly stated on the invoice that the item is sold “voetstoots”.

Roles and responsibilities

Role of the Head of Department (HOD)

The HOD is responsible for, and must account for, all IT equipment in the department, including the IT equipment in research groups/units established within the department. The HOD must inform the Faculty/PASS finance manager of any transfers in/out of the department, for audit trail purposes.

 **Note**

The HOD must ensure that any sale or donation is at arms' length: for example, no Head may authorise the sale/donation of IT equipment to a family member, or connected person. All external sales/donations must be approved by the Dean/Exec Director.

Faculty/PASS IT Manager/Co-ordinator

The IT manager/co-ordinator is key to this process and must be part of any IT equipment disposal.

The HOD may be unaware of the needs of other areas in the Faculty/PASS department, or in the University. Please refer to **Step 1 and 2** above: All IT equipment must first be made available within UCT.

The ICTS list price

ICTS will publish an annual list price for standard ICT equipment (laptops, desktops) over 5 years old.

The list price equipment for equipment older than 5 years may be found on the ICTS website, from the [ICTS-helpdesk](#) or the [ICTS acquisitions service](#).

 **Note**

ICTS will also recommend a sale price for

- (a) non-standard IT equipment or
- (b) unwanted IT equipment that is less than the recommended expected life per [ICT001](#) – Replacement cycle of end-user IT equipment.

Contact the ICTS helpdesk or the ICTS acquisitions service.

 **Note**

The price recommended by ICTS is only a guide, and the selling price can be adjusted to take account of other factors (e.g. condition, usage, demand).

Procedures **Items of no apparent use or value**

Non-functioning IT equipment (desktops, laptops, cables, external drives, key boards). This constitutes either materials ICTS can re-use, or e-waste.

Email the ICTS helpdesk who will arrange for ICTS to collect this from you; and either re-cycle it; or dispose of it following ICTS' green procedures (see [Greening](#) on the ICTS website). If collection of this IT equipment is urgent, then the department can contact the preferred e-waste vendor directly.

Functional UCT IT equipment no longer required by department

HODs, together with their IT manager/co-ordinator, may choose one of the following options:

- Offer it for internal sale to another UCT department (via journal) or for sale to staff/students (via deposit), together with the price at which your department is prepared to sell it to another department, as per steps 1 to 4 above.
- Offer it for sale/donation externally as per step 5 above.

 **Note**

Staff/students may only buy one laptop/personal computer per sale.

- If the IT equipment is in high demand, or there is limited supply, a formal competitive bidding process overseen by Procurement and Payment Services (PPS) must be instituted. The IT manager/co-ordinator can advise on high demand items, which are not necessarily high value items, but based on the market and condition of the items, are considered to be in high demand.

 **Note**

In the case of internal transfers or external disposal, it is critical that all desktops or laptops are formatted and the Operating System re-installed, as stated in policy above.

Transfer of ownership of UCT IT equipment when a staff member leaves or retires

In most cases, the IT equipment (including laptops) will be retained as part of the workstation for the next incumbent of a position.

 **Note**

If a member of staff retires and will continue as an Emeritus Professor/Associate Professor, Senior Research Scholar or Senior Scholar then use of a personal computer may continue, provided it is not needed by the new incumbent. It will however remain UCT property, and be included on the list of departmental IT equipment.

Exceptions:

The HOD/Dean/Executive Director, in consultation with the IT manager/co-ordinator, may allow the departing staff member to buy the item(s) at or above the ICTS list price, where the:

- (a) department has planned and budgeted to purchase new IT equipment for the next incumbent of a position; or
- (b) incumbent will not be replaced; or
- (c) department has no future use for the IT equipment used by the departing staff member.

Proceeds from sales

- Where ICTS disposes of IT equipment for value, the sales proceeds will be credited to the Classroom Facilities Unit (CFU);
- All proceeds on sale of IT equipment to third parties (including staff) is vatable;
- Where the HOD disposes of IT equipment for value and
 - where the item(s) was/were purchased from a research fund, the sales proceeds must be credited to the research grouping;
 - where the item(s) was/were purchased from a non-research fund, the sales proceeds must be credited to the department's operating fund.

Implementation responsibility

The Heads of Department (HOD) are responsible for ensuring all policies and procedures are communicated to and implemented by the responsible individual(s). The Faculty/PASS finance manager has to ensure that reasonable controls exist to support the implementation of policies.

Contact

ICTS Helpdesk | www.icts.uct.ac.za | Helpdesk | Log a New Call
ICTS-helpdesk@uct.ac.za | 021 650 4500

**Policy Section
Policy Owner
Last review
This review
Approval**

Information and Technology Section
Executive Director, Information and Communications Technology (ICT)
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