

Southwest Vermont Regional Technical School District	Computer Equipment Inventory and Disposal Policy	Policy # 6150C
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It is the Policy of the Southwest Vermont Regional Technical School District that computer equipment inventory and disposal shall be accomplished in the following manner:

1. Inventory

An inventory of equipment purchased with local, state and federal funds shall be up-dated and maintained at the CDC. The inventory shall include at least the following: source of funds used, date of purchase, generic name, brand name, model, serial number, quantity, program assignment and location.

2. Disposal of equipment:

The Southwest Vermont Career Development Center is required by the State of Vermont to follow Department of Education regulation 2396 when disposing of obsolete or surplus computer equipment.

Legal References:

State DOE Reg. #2396

	Date Drafted	Date Warned	Date Adopted
Southwest Vermont Regional Technical School District	12/03/07	12/17/07	1/15/08