

**Policy for Purchase, Use, and Decommissioning of
All Computer and Laboratory Equipment and Supplies**

Lyman Briggs College

Revised January 16, 2015

Any computer equipment, laboratory equipment or supplies, or office equipment or furniture purchased with funds administered by Lyman Briggs College, regardless of the original source of the funds, must be acquired, used, and decommissioned in accordance with the following Michigan State University policies.

Purchases:

All purchases of laptop computers, tablets, and desktop computers (or any other digital device that holds data) with funds administered by Lyman Briggs College, regardless of the source of the funds, must be made through the College's Information Technology Manager. As these items are considered by the University to be MSU property, they will be labeled with an official MSU inventory tag.

Out-of-pocket purchases of laptop computers, tablets, and desktop computers (or any other digital device that holds data) that are not pre-approved, will not be reimbursed via funds administered by the College. To initiate the pre-approval process, send an email to the College's Information Technology Manager stating that you would like to make the out-of-pocket purchase, along with the reason why the transaction cannot be processed in the usual manner above. If it is approved, you will be notified via email, and then the purchase may be made and reimbursed. Before the reimbursement is processed, the item must be presented to the College's Information Technology Manager, who will label it with an official MSU inventory tag as any items purchased in this manner are considered by the University to be MSU property.

All purchases of biology, chemistry, and physics lab equipment and supplies as well as office furniture and non-computer equipment must be made through the Instructional Equipment and Supplies Technician. Reimbursement of out-of-pocket expenses will follow the same process outlined above.

Uses:

Items purchased with funds administered by Lyman Briggs College, regardless of the source of the funds, remain the property of Michigan State University and are considered to be on loan to the employees to whom they are assigned. Employees must return these items to the College when they have finished using them or when their employment by the University ends.

Decommissioning of College-Owned Items:

Capital equipment and supplies with an initial cost \$5,000 or more and purchased with funds administered by Lyman Briggs College, regardless of the source of the funds, must be decommissioned through the MSU Surplus Store. These items cannot be transferred directly to any other MSU unit or to any individual or non-MSU entity. Items will be decommissioned by the relevant staff member, which follows the same categories used in the purchase of similar items.

All items with an initial cost of less than \$5,000 and purchased with funds administered by Lyman Briggs College, regardless of the source of funds, are subject to the following procedures for repurposing or disposal:

1. Once an employee has finished using an item for college business, the employee can request that the item be transferred to another unit, for use by that employee elsewhere on campus. Decisions to make such a transfer will be made by the by the relevant staff member given the nature of the item.
2. If an employee does not have use for the item elsewhere on campus, if the employee is leaving the University, or if the by the relevant staff member, responsible for purchasing and decommissioning such items does not approve transfer of the item to another unit, the item should be evaluated by the relevant staff member, for potential use by another employee within the college.
3. If no internal college use for the item is found, it may be sold, traded, or gifted to another university unit by the relevant staff member. It cannot be transferred by any means to ownership by any entity other than a university unit. It cannot be sold, traded, or gifted by Lyman Briggs College to an individual either within or outside of the unit.
4. Items not used internally or transferred directly to another department must be sent to the MSU Surplus Store by the relevant staff member for disposal (if no longer usable) or for sale to other departments or the public.

The responsibility for deciding which of the above options is appropriate rests with the relevant staff member and the dean team.