



Illinois Wesleyan University
Information Technology Services Policy

Policy Synopsis

Title: Information Technology Equipment Rotation, Return, and Disposal Policy
Approval Date: 08/25/2022
Revision Date, if applicable:
Review Date(s):

A. Purpose

The purpose of this policy is to outline the process for the rotation, return, and disposal of Information Technology equipment.

C. Procedures

1. Return of Surplus or Unused Equipment
 - a. All surplus or unused Information Technology Services equipment must be returned to Information Technology Services.
 - b. Any surplus or unused equipment returned to ITS that is no longer useable will be disposed of in accordance to Environmental guidelines and any governing State and Federal data protection laws.
2. Rotation of Returned Equipment
 - a. All equipment returned to Information Technology services that is deemed reusable will be placed back in inventory for rotation to be used by other departments. Equipment returned to inventory will be subject to permanent equipment requests as if it were new equipment requiring purchase.
3. Return of Equipment after Employment Ends
 - a. The employee will be required to return any University-owned property upon request or if no longer employed by the University, i.e. Laptop, Desktop, Monitors, iPad, peripherals (mice, keyboards, printers, adapters), etc. Equipment should be returned to your department, who will coordinate with ITS and Human Resources, by the official last day of employment.

D. Related Information

NA