



**BOYS & GIRLS CLUBS**  
OF THE PENINSULA

## **IT EQUIPMENT PURCHASING AND DISPOSAL PROCEDURE**

### **Purchasing**

All IT equipment, except for headphones and toner, is to be purchased by the IT Manager or the Director of Operations. This includes IT equipment for administration and the clubhouses, including the computer clubhouses. Purchases may be charged to the IT budget or to a clubhouse budget, but this should be agreed upon before a purchase is made.

### **Disposal**

Before disposing of obsolete or broken IT equipment, the IT Manager must complete a disposition form (see attached), obtain approval from the Director of Operations, and submit the form to finance.



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## Asset Disposition Form

Asset Description (include location): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BGCP Tag # \_\_\_\_\_

Reason for Disposition: Broken \_\_\_\_\_ Obsolete \_\_\_\_\_ Other \_\_\_\_\_

Operation's Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Last Updated: 3/21/2008