









improper disposal of information technology equipment in relation to environmentally responsible disposition regulations. As such, it is imperative to process all disposals and transfers through the Information Technology Services Department in compliance with the University's computer disposal process in which the Facilities Department will physically dispose of the assets.

#### Physical Inventory

Periodically, an inventory of all assets will be conducted for each Department. This inventory count will reconcile the items being carried in the Fixed Asset System with the items located in the Department. During the inventory count, all items will be counted and marked on a list of the assets for that Department. If any items can not b





## Introduction





