

*Office of the  
Associate Provost for Information Resources*

**Technology Equipment Disposal Policy**

I. Introduction

SUNY Cortland's surplus or obsolete technology equipment including but not limited to computers, monitors, printers, external hard drives, USB thumb drives, tablets, projectors, etc. must be discarded according to legal requirement, environmental safety regulations, State University of New York, local, State of New York and federal laws approved methods.

II. Procedure to Dispose of Old Technology Equipment

- A. Disposal and disposal procedures of all technology equipment assets will be centrally managed and coordinated by Campus Technology Services in association with the SUNY Cortland Property Control Officer.
- B. Departments should contact the Help Center at [thc@cortland.edu](mailto:thc@cortland.edu) to request their technology equipment be picked by Campus Technology Services.
- C. Campus Technology Services will evaluate returned technology equipment to determine its remaining life and appropriateness to be reassigned elsewhere on campus.
- D. Technology equipment that does not meet reassignment standards will be disposed of in accordance with legal requirement, environmental safety regulations, State University of New York, local, State of New York and federal laws approved methods.

Note: Campus owned cellular telephones should be returned to the Purchasing Office.