**Retiring Equipment to OT**

When retiring equipment to the Office of Technology, you will need to fill out the correct documentation. The “OT Pickup Form Ver. 6” in Excel will be used to document all the details of each asset. Below is a list of what items are retired to OT and what items go to Surplus Properties (NOT OT.)

**RETIRE TO OT – REGARDLESS OF CONDITION**

Computers – Towers, Laptops

Cell Phones (unlocked or password provided) - Retire as 1 Lot\*

Tablets & I-Pads (unlocked or password provided)

Monitors – LCD

Servers

Copiers – Standalone & Network

Medical Equipment - No BIO hazards & w/internal memory

Printers – Desktop, Multi-Function and Network

Mailing Equipment/Scanners w/internal memory All Phones\* & Phone Switches

Fax Machines Magnetic Tape Devices - Any type

Keyboards, Mice and Docking Stations – Retire as 1 Lot\* Mag Tapes

Scanning Devices Floppy Discs

Laptop Batteries Cords & Cables for computers

Network Routers All Cameras/Video Equipment

Network Switches Bar Code Readers/Scanners

Hard Drives - Any Size Credit Card Machines

Internal DVR/DVD Readers/Writers - with hard drives Plotters or Map Printers

Internal CD Readers/Writers/Players Firewalls

Polycom GPS

Security Cameras with Recorder

All items need to be sent in with the power cord that enables it to operate unless it is the normal 3-prong that is used on desktops. Cell phones, printers, or anything that requires a “special cord” should also have that cord sent with it.

All assets need a serial and tag number. Exceptions – keyboards, mice and phones (cell and desk phones).

**RETIRE TO SURPLUS PROPERTY – FAIR TO GOOD OR WORKING CONDITION**

Smartboards Medical Equipment - No internal memory

Projectors Dictaphones

Microfiche DVD/VCR Players – Attaches to TV

Typewriters and Calculators Ink & Toner Cartridges – Unopened

Shredders Batteries, car, etc. (not laptops)

UPS/APC Battery Backups Laptop Cases

Cords & Cables – Not for computers Label Makers (Hand-Held)

Flat Screen Televisions Only Mailing Equipment – No memory

Time Stamp Machines

The items above are not a complete list for Surplus Property.

Retire all items that are in poor condition or do not work as Recycle/Dispose as Waste (not OT assets). EXCEPTION: We accept metal filing cabinets (or any metal that can be scrapped), machinery and vehicles regardless of condition. If unsure, please call.

----------------------------------------------------------------------------------------------------------------------------------------------------------------

All assets need a condition. Type the condition on the Header page, Disposition Information tab, Disposition Authority tab.

Poor = does not work Fair = easily fixed, outdated but works, old Good = works

CRT Monitors (Not LCD) – Retire as Recycle/Dispose as Waste.

\*Retire as 1 Lot = 1 Lot of 13 Cell or Cisco Phones.

Once you have determined that your items go to OT, begin filling out the spreadsheet described earlier. You will need to put in an agency tag number. If there is none, type “none” in this field. There will be a drop-down box in the “Type of Equipment” column. Please select from one of the items on the list. If it is not one of the items, select “other.” Do not put anything else in this column that does not exist in the drop downs. Same goes for the other columns with “drop-downs” on this sheet. This sheet is locked by the OT Office to prevent too many errors. The brand, model #, and Serial# of each item will also need to be added to the sheet for each item as well. If there is none, or you can’t find the info, please type “none.” Items must have either a tag or serial number to be accepted, unless they are a “lot” or “box” of items, listed above. In that case, use the term “various” in that field.

There is also a drop-down box to be selected for the condition of the item. In the column “OASIS FD# or WV-103 #” you will need to have created a retirement number. This number will also be used on the WV-103 sheet, which will be discussed later. If the item is in the OASIS system, it needs to be retired in OASIS and a retirement number “FD #” will need to be created. You will list the FD # instead of the retirement number for that item only. If all items are in OASIS, (unless you are with the DHHR,) you will not need to fill out a WV-103. Otherwise, one will always be needed.

Please do not enter any information in the “Received,” or “OT Use Only-Corrected Serial #,” or “Worksheet Number” columns. That is for OT to fill out. The OT barcode column will be filled in later (once you received the OT tags, discussed later, also.) Go on to fill out the Agency Name, Address, City, Zip, County, Agency Contact name, and Contact number. This needs to be at the actual location of where the items will be picked up, and the person who will need to be contacted to arrange the pick-up.

You will need to save this sheet as the retirement number you gave it and send it along with the WV-103 that is going to be explained shortly, to Wendy and Sherry at Surplus Properties for approval. They will then send you an approval, then send it to OT for you. OT will then assign OT tags for it, for the correct number of items you have, after they have checked it for mistakes. The tags will be mailed or hand delivered to you. Once you receive them, you will need to apply each tag to each item that is listed on the sheet, and put the matching tag numbers to the items on the sheet, and send this sheet back to OT to confirm they have been tagged and ready for pick up. This will be in a few days or so, because you will have had to get them from OT, to complete this step. This is after the form has already been approved, and submitted, etc.

You will need to fill out a WV-103 to send with the excel spreadsheet. The retirement number at the top right corner will need to match the retirement number used in the OT pick-up form. Please fill in the date, along with all the details in the upper left-hand boxes, with your agency information. Mark the box in the “Recommended Disposition Method” that reads “Retire to Office of Technology (14).” There is no need to duplicate and fill in the description information. Please leave this portion blank.

Sign, title, and date the sheet, and send it along with the OT pick-up sheet to Surplus for approval. You will get an approved signed sheet back from Surplus. Once you send the sheet bag with the tag info to OT in the upcoming days, they will later be in contact with you to set up a date and time for your actual pick-up.