



## **How Do I Buy or Handle...**

### ***Waste Disposal of VT Property***

#### **Contact:**

Ron Barrett with Surplus Property at (540) 231-5660 or [ronald@vt.edu](mailto:ronald@vt.edu)

#### **Cell Phones:**

See [University Policy 3955: Management of Surplus Property](#) for instructions for disposing of university-owned cell phones.

#### **Computers:**

Computers must be disposed of through Surplus Property. See [University Policy 3955](#) for further instructions.

It is the responsibility of university departments to ensure all computer hard drives are free of all data and software before they are transferred outside of the department. Before requesting to surplus any components that contain a hard drive, be sure the data is completely wiped as a precaution. A final data cleanse and inspection of the equipment will happen in Surplus by trained IT staff before any equipment is sold or destroyed through the Surplus process.