



Policy Code – Version: F1 – V1	
Policy Name: Acquisition of and Disposal of Technology Assets	
Approved by motion of Board on	18/10/2010
Cross Reference F5 - Disposal of Furniture and Equipment (General)	
Related Forms	

Policy Statement

1. Purchases, donations and disposal of computers, peripherals, software, and software licenses shall be coordinated through the Operations and Systems Coordinator.
2. All procurement activities of technology assets shall comply with the Ottawa Student Transportation Authority's Purchasing (General) Policy and Administrative Procedures detailed therein.

Procedure

1. Purchase orders for computers, peripherals, software, or software licenses will be approved by the Operations and Systems Coordinator, subject to the requirements and limitations of OSTA's "Levels of Authorization Required for the Expenditure of Operating Funds" Policy.
2. Individuals or organizations offering donations of computer equipment, software, or unused licenses will be referred to the Operations and Systems Coordinator to ascertain whether the donation is appropriate to the Ottawa Student Transportation Authority's environment.
3. Prior to any technology assets being declared surplus or obsolete, the Operations and Systems Coordinator will review and evaluate any such item for usefulness and economic value to the Ottawa Student Transportation Authority. If an item is found to be useful, it will be inventoried and used to fulfill any future requirements prior to any new purchase being made.

4. Technology assets identified as surplus to the needs or requirements of the Ottawa Student Transportation Authority will be offered first to member school boards, in keeping with the spirit of member board disposal policies, by means of electronic message.

If an item is found to be useful within member school boards, its economic value will be credited to the Ottawa Student Transportation Authority.

If, after a minimum of 15 days, such items are not claimed by member school boards, the Operations and Systems Coordinator shall proceed with disposal of the item(s) as outlined in the OSTA's "Disposal of Furniture and Equipment" Policy and Administrative Procedure #6 therein.

5. Items deemed to have no further use to either the Ottawa Student Transportation Authority or member school boards will be approved by the Operations and Systems Coordinator, in consultation with the General Manager, for disposal according to the disposal methods outlined in the OSTA's "Disposal of Furniture and Equipment" Policy and Administrative Procedure #6 therein.
6. Prior to an OSTA Payment Requisition /Purchase Order being prepared, the requirements of the Purchasing (General) Policy will be followed, and items will be purchased from existing contracts in force and effect with and through the Ottawa Student Transportation Authority's Financial Services Agent.