PROCEDURE LIT.4.04.04
MANAGING IT EQUIPMENT

SCOPE: Faculty and Staff

1. No employee or department is authorized to move computer equipment without proper tracking.

    1.1. Departmental Movement

        1.1.1. All property custodians are required to update ICS anytime an asset is moved or changes parties, even if it just for a temporary period.
        1.1.2. Property custodians are authorized to move items within their own department,

    1.2. Movement Outside the Department

        1.2.1. The Information Technology (IT) Department must authorize the relocation of IT equipment outside the assigned department.

2. IT Disposal and Data Wiping

    2.1. The disposal of any computer-related item must be authorized by the IT Department.

        2.1.1. IT submits a list of all IT inventory items to be disposed

    2.2. IT staff will prepare IT inventory items for disposal.

    2.3. IT will initiate a disposal request via the Disposal Form and send the form to the Property Manager.

        2.3.1. The Property Manager will collect all information from the item.
        2.3.2. A ticket is submitted to the Facilities team to pick up the IT disposals that have been approved.
        2.3.3. Facilities will hold IT disposals on campus.
        2.3.4. The location and responsible party for the item will be updated when Facilities picks up the items from IT.
        2.3.5. A palletization and pick up/disposal process will be completed.
        2.3.6. Frequency depends on the number of disposals from IT.
        2.3.7. Under the direction of the Property Manager, the Facilities team and the Property Management team will work together to remove tags and palletize IT-related items to be picked up by the Texas Department of Criminal Justice.
            2.3.7.1. Once pick-up is complete, Facilities will notify the Property Manager, and the disposal is processed as of the pick-up date.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
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