




Procedure Number: AC024

Date: February 28, 2006
Reviewed; June 18, 2012


John Griffin, Chief Financial Officer

Title: Procedure for purchasing used personal computers by employees

Purpose

The University Corporation, (TUC), will begin to have a surplus of older personal computers due to the adoption of the CSUN policy of rotating computers every three years. The surplus equipment will consist of the CPU tower and the keyboard. The flat screen monitor will not be included. This procedure will provide the process for employees to purchase these surplus personal computers at a price of \$50 or less depending on its age.

Procedure

- A. TUC's hardware support personnel working with TUC Management will identify surplus personal computers and forward this information to the TUC Accounting Department.
- B. Accounting personnel will update the PeopleSoft Fixed Assets Module and prepare journal entries as required.
- C. Accounting personnel will post the list of available used personal computers in the break room.
- D. Each TUC employee is eligible to purchase one used personal computer. If the supply of used computers exceeds the number of interested employees, those employees who have already purchased one computer can purchase one additional computer.
- E. In the event employee demand exceeds the available used personal computers, the priority order will be as follows:
 - a. Employees who did not purchase a computer from TUC during the prior year.
 - b. By lottery, if demand still exceeds supply. Interested employees will observe the selection by lottery.
- F. Employees bring a check to the Associate Director of Accounting for each computer.
- G. All funds received will be credited to other income for the Accounting Department.

H. TUC Management will adjust the used personal computer purchase price as necessary.

Interest list for purchasing a used computer

	<u>Name</u>	<u>Phone extension</u>	<u>Working</u> <u>(\$50)</u>	<u>Parts only</u> <u>(\$10)</u>
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