

UTICA CITY SCHOOL DISTRICT

Buildings & Grounds / Food Service / Technology & Communications / Transportation

929 York Street Utica, NY 13501

Telephone: (315) 792-2231 • Fax: (315) 792-2260

Email: mferraro@uticaschools.org



Michael M. Ferraro

Chief Operations Officer

TO: District Wide Sysops

FROM: Michael Ferraro – Chief Operations Officer

DATE: January 24, 2023

SUBJECT: Reminder of Procedures: Equipment Disposal

The obsolete equipment must remain in the building until it is properly removed from inventory and disposed of. Please follow the steps below to excise equipment that has no further use.

1. Note the item type (computer, monitor, printer, etc.), Make, model, serial number and any inventory tags (RIC, OHM BOCES or UCSD), and location of the item(s) in your building. I have provided an inventory spreadsheet for this purpose. **(SEE ATTACHED)**
2. Send an electronic copy of the spreadsheet to taservice@uticaschools.org
3. **If the equipment has a RIC tag or OHM BOCES tag, then their Board of Education must also excise the equipment. Once we receive confirmation from BOCES that all equipment has been removed from their inventory,** we will send a request to our business department to create a resolution for the Board of Education to excise the equipment from district inventory.
4. Once the equipment has been removed from all inventories as outlined above, facilities and building Techs will be notified by once the equipment is approved for pick-up. Your custodian will then put in a Que Center work order. **Please, make sure all the equipment is located in one secure area and indicate that location on the spreadsheet.
5. Request for equipment removal by your Custodians cannot be requested until all procedures are completed. Unless, a directive is given by Michael M. Ferraro, Chief Operations officer.

As you can see, this procedure will take time, but the first step is maintaining an accurate inventory. Please do not ask for equipment to be disposed of without the proper authorization. The process takes time, so please send your spreadsheets to Tiffany as soon as they are completed.

CC: **Custodians**
Dorene Brescia

	A	B	C	D	E	F	G
1	BUILDING:						
2	DESCRIPTION	MAKE	MODEL	SERIAL#	RIC#	UCSD#	Secure Location
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