

7.85 Salvage or Cannibalization of Equipment for Parts

Purpose

To manage disposal of salvaged or cannibalized equipment* and to ensure compliance with federal and institute requirements

Policy

Department may salvage or cannibalize obsolete or nonfunctional GT-owned equipment for working parts that can be used in other GT-owned functional equipment, upon obtaining signature approval from the Department Head/Chair and a Property Control Supervisor or Manager.

Procedure

Department shall complete the “Authorization for Equipment Cannibalization” form and return to Property Control (PC) for final approval.

Upon receipt of the Authorization for Equipment Cannibalization form signed by PC, the Department shall record and maintain a list of the usable parts removed from the GT-owned equipment and dispose of the unusable portion through Logistics before June 1st of the same fiscal year.

Department shall furnish Logistics with the list of usable parts removed from the GT-owned equipment at the time of its disposal.

***Based on the current IT equipment disposal policy, GT-owned equipment containing a memory storage device, with an acquisition cost of less than \$5,000, is not required to go through the written cannibalization process.**