



Non-Public School Protocol for the removal of obsolete/unneeded computer equipment

BPS purchases equipment for on loan use at Non-Public Schools throughout the area. Once a Non-public school is no longer using this equipment, BPS needs to be notified.

The Audit Department will act as a liaison between Your School (Non-Public) and the IT department to request the pick-up of the obsolete equipment. Please forward the following information to Rachel Keller, rkeller@buffaloschools.org and internalaudit2@buffaloschools.org in EXCEL FORMAT.

- List of Serial Numbers along with their BPS Asset Tag Number
- List Make/Model number for each device
- List what device type is ie Desktop computer, laptop computer, monitor, projector, etc
- For each device state “Yes” if in working order or “No” if no longer working.

Please have all of the equipment staged in one location. In your reply e-mail please advise the location of staged equipment in the School and the contact name and phone number of the person, for any pick up related questions.

Thank you!