



Disposition of Technology and Equipment Purchased with IDEA Funds

Name of ASEP _____

Address _____

NYC Vendor Number _____

SED Number _____

Contact Person: _____ Phone No.: _____

The items subject to disposition should have been entered into inventory upon purchase in accordance with ASEP 10 directions under Code 45.

Steps for Disposition:

1. Create a disposition plan that includes completing the attached template, a written justification for disposing of the assets, and a written plan for either disposing of or transferring the assets. If the equipment is donated, documentation evidencing the gift should be maintained. All items that are disposed of or transferred in the current Fiscal Year should be captured on the same disposition plan.
2. Contact your NYS Regional Associate of the Office of Special Education - Special Education Quality Assurance Office at (718) 722-4544 to notify that agency of this plan.
3. Send a copy of the disposition plan to the NYC DOE at ASEPsupplfund@schools.nyc.gov along with any correspondence regarding that plan from/to SED.
4. If *technology* was disposed of or transferred, read and sign the NYC DOE Student Information Security Certification below.
5. Retain records of your completed disposition and/or transfer.

NYC DOE STUDENT INFORMATION SECURITY CERTIFICATION:

IMPORTANT: If you do not have a member of your staff that can perform the following, you must use a vendor that can either wipe the hard drive or remove and destroy the hard drive.

The undersigned acknowledges that the surplus IT equipment listed herein has been properly prepared for disposal or transfer. All hard drives on PCs, laptops, printers, copiers, etc. have been either permanently erased or carefully removed and destroyed, (removal should be accomplished in a manner that will allow a new hard drive to be installed in the device); all removable media (e.g., flash drives, tapes, diskettes) have been removed. If the data contained in a device cannot be permanently erased, that device must be destroyed. Simply deleting the data is not sufficient for this process.

SIGNATURE: _____ DATE: _____

PRINT NAME and TITLE of SIGNATORY: _____