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**Procedure**

## Donating Old/Decommissioned Workstations

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**Purpose**

Use this procedure to prepare old and decommissioned workstations for donation. As well as create a list of donations with a monetary value to be used for tax purposes.

**Description**

Preparation of old workstations for donation creates a threefold advantage. It removes old equipment from LNR inventory, creates a source of still useful equipment for charitable organizations and creates a possible tax benefit for LNR.

**Process**

1. Confirm there is a Service Desk ticket with request for equipment donation.
2. Start collecting the workstations to be donated making sure that there is a keyboard and mouse for each unit.
3. Prepare a spreadsheet that will list the following as headings:
  - a. Manufacturer
  - b. Model of unit
  - c. CPU
  - d. Memory
  - e. Serial Number
  - f. Make a note if the unit is missing a keyboard and/or mouse
4. List the equipment on the worksheet and make a note on the LNR inventory sheet that this equipment is being removed from active use.
5. Contact the organization that will be receiving the equipment and note any additional information they need. Add that information to the worksheet.
6. Make an estimate of value of the donated equipment. Confirm that value with End User Manager or a Senior Technician.
7. Transmit the above list to the organization and save a copy to the network.

## Ask I.T. Procedures

8. Schedule the pickup of the equipment.
9. On the day of the pickup, collect the donation paperwork, which will come from the accepting group.
10. Verify it has been signed by the recipient and that the value earlier determined is listed. Attach this to worksheet.
11. Transmit this paperwork to the appropriate Office Manager.