

83602 Removal of Hard Drives

User Name	Assigned To	Status	Days Old
Sonia Gonzalez Email: sonia.molina@co.hidalgo.tx.us Phone: (956)318-2615	Michael Martinez Email: michael.martinez@co.hidalgo.tx.us Hidalgo County Technology Pct 4 Area / I.T. Dept	Closed	1d 6h 18m
Priority:	0		
Level:	1 - Tier 1 Support		
Location:	Pct 4 Area / County Judges Office		
Class:	Hardware (Computer, Monitor, Printer, Time Clock)		
Project:			
Assets:			
Dates:	8-Sep-2022 Last Updated: 9-Sep-2022 03:05 PM (UTC-6) Closed: 9-Sep-2022		
Scheduled Date:			
To-Do List:			
	No files found.		

Closed

Martinez, Michael

9-Sep-2022 03:05 PM (UTC-6)

The Hard drives for the Panasonic tough books 2FTYA01836, 3EYUA01411, 3EYUA01341, 3EYUA01329, have been removed.

Ticket was CLOSED by Michael Martinez.

Transfer

Garza, Rudy

8-Sep-2022 09:19 AM (UTC-6)

Rudy Garza transferred this Ticket to Michael Martinez.

Initial Post

Gonzalez, Sonia

8-Sep-2022 08:47 AM (UTC-6)

We are requesting the hard drives to be removed from the following computers. The items will be surplus/destroyed, they are currently located at our Emergency Management Warehouse.

Address: 7517 N. 281, Edinburg

Asset Number	Item	Serial Number
N/A	Panasonic Toughbook	3EYUA01329
N/A	Panasonic Toughbook	3EYUA01341
N/A	Panasonic Toughbook	3EYUA01411
56138	Panasonic Toughbook	2FTYA01836

Initial Log

Gonzalez, Sonia

8-Sep-2022 08:47 AM (UTC-6)

This ticket was created with using Routing Rule #5(Last) Last Resort and assigned to New Work Order Queue

Process for Disposal of Grant Funded Equipment

Question: What is the process for disposing of grant-funded equipment when it is no longer needed for the program or project for which it was acquired?

a) Items that are more than five (5) years old with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to HSGD. *Document the disposal for monitoring purposes. Don't forget to follow your jurisdiction's protocol for disposal of inventory.*

b) Items that are less than five (5) years old and regardless of the current per-unit fair market value, require sub-recipients to request disposition of HSGP funded equipment, or state controlled assets. *Keep records of disposal for monitoring purposes. Don't forget to follow your jurisdiction's protocol for disposal of inventory.*

- Equipment with a current per-unit fair market value of \$5,000 or more may be retained with the order of preference as follows:
 - Retained and used in the program for which it was originally acquired, regardless of whether or not the program is still receiving federal grant funds; without receiving HSGD approval.
 - Retained and used in other activities currently or previously supported under a FEMA grant or sub-grant, without receiving HSGD approval.
 - Retained and used in other activities currently or previously supported under a federal grant or sub-grant. HSGD approval is required.
 - Retained and used in other activities not currently or previously supported under a federal grant or sub-grant. HSGD approval is required.
- Equipment with a current per-unit fair market value of \$5,000 or more may be sold with the order of preference as follows:
 - Traded-in or sold with proceeds used to off-set the cost of replacement equipment. HSGD approval is required.
 - Equipment may be sold with HSGD entitled to a share of the proceeds (calculated by multiplying the current market value or proceeds from sale by HSGD's share of the equipment). HSGD approval is required. *Note: HSGD strongly prefers the other disposition options outlined above.*
- The date of disposition and method of disposal (i.e. destroyed, transferred, sold, etc.) and fair market value or sale price should be annotated on the inventory log.
- Methods used to determine fair market value must be documented, kept on file, and made available upon request.
- If required, or if additional assistance is needed, sub-recipients should contact HSGD for further instructions prior to disposing of equipment.
- If an item is traded-in or sold and the proceeds are used to off-set the cost of replacement equipment, the equipment inventory list must also be updated to include the replacement equipment. The percent of federal participation would be calculated by dividing the trade-in value or sale price of the original item by the total cost of the replacement item.

The process for disposing of grant-funded equipment is now done online.

Sub-recipients requesting to dispose of equipment should complete the HSGD Disposition Request Form located at: https://fs3.formsite.com/OOG_HSGD/EqDisp/index.html