



CITY OF
FORESTPARK

City Of Forest Park Electronic Buy Back Policy

Policy Statement:

The City of Forest Park recognizes the importance of responsible electronic waste management and is committed to minimizing waste and promoting sustainability. To support this commitment, we have established a Surplus Electronic Equipment Buyback Policy to allow employees to buy surplus electronic equipment from the City of Forest Park under certain conditions.

Scope:

This policy applies to all The City of Forest Park employees who wish to purchase surplus electronic equipment from The City of Forest Park.

Policy Details:

1. Eligibility:

- a. Only current employees of The City of Forest Park are eligible to participate in the surplus electronic equipment buyback program.
- b. The equipment being sold back must be for personal use and cannot be resold.
- c. The equipment must be in working condition and reasonably up-to-date, as determined by the IT department.

2. Equipment Eligibility:

- a. Surplus electronic equipment eligible for buyback includes but is not limited to:
 - Desktop computers
 - Laptops
 - Monitors

- Smartphones
- Tablets
- Printers
- Scanners
- Other electronic peripherals

3. Valuation:

- a. The value of the electronic equipment will be determined by the IT department or a designated evaluation team.
- b. The value will be based on factors such as age, condition, market demand, and fair market value.
- c. The valuation may be subject to depreciation based on the equipment's age and condition.

4. Sale Process:

- a. an available surplus equipment list will be distributed to City employees. The list will include hardware details as well as the determined equipment value.
- b. Employees interested in buy surplus electronic equipment must complete a Surplus Electronic Equipment Buyback Request Form.
- c. The IT department or designated evaluation team will review the request and assess the equipment's eligibility and value.
- d. If the equipment is approved for purchase, the employee will receive an equipment purchase offer, including the determined value.
- e. Upon acceptance of the offer, the employee will be asked to submit payment through the finance department.
- e. Payment for the equipment will be processed through The City of Forest Park's finance department and once processed, a receipt and the paid for equipment will be provided to the employee.

5. Data Security:

- a. Before buying back electronic equipment, the IT department will be responsible for ensuring that all sensitive and personal data has been securely wiped from the devices.
- b. The City of Forest Park is not responsible for any data left on the equipment after the sale.

6. warranty and responsibility

a. Once equipment has been purchased by an employee and the hardware has been received, the City of Forest Park offers no warranty or support. The equipment being sold is considered to be end of life or no longer usable to the City of Forest Park. The City of Forest Park accepts no responsibility for any issues related to the hardware purchased through this program.

7. Changes to Policy:

The City of Forest Park reserves the right to modify or terminate this policy at any time without prior notice.

8. Compliance:

Employees are expected to comply with this policy and any additional guidelines or procedures provided by the IT department.

Policy Acknowledgment:

I acknowledge that I have read and understand the Surplus Electronic Equipment Buyback Policy of The City of Forest Park. I agree to comply with the policy's terms and conditions and understand that failure to do so may result in the denial of my buyback request.

Employee Name: _____

Employee Signature: _____

Date: _____

Note: This policy is subject to review and approval by the appropriate legal and administrative departments within The City of Forest Park. Consult with your legal counsel to ensure compliance with applicable laws and regulations.