

SALE OF TECHNOLOGY EQUIPMENT

Let it be known that _____ (Hereinafter referred to as the “Buyer”) agrees to purchase from **Kalamazoo RESA** (Hereinafter referred to as the “Seller”) the following used or decommissioned technology equipment:

***Please note: If items were originally purchased with Federal Grant money the item(s) cannot be sold.**

Asset Tag No.	Description	Budget Unit	Account #	Purchase Price
		035000000	0519.106	
		035000000	0519.106	
		035000000	0519.106	
		035000000	0519.106	
			Total Sale:	\$

Purchaser Section

Please note the following:

- Kalamazoo RESA warrants that it is the lawful owner of the property listed above and said property is sold free and clear of any claim of other.
- ***Kalamazoo RESA is selling this equipment with no warranties (expressed or implied) and is hereby sold “as is.”***
- Items will be electronically erased, which includes data and software that is owned or licensed through Kalamazoo RESA.
- Kalamazoo RESA **will not** provide technical support for the ongoing use of the equipment once the transaction has been completed.
- Per Board Policy, the purchase price is “fair market” value for the equipment listed above (i.e. closed eBay auction). **Supporting documentation should be attached to this form to be reviewed by the Helpdesk Lead Analyst or Helpdesk Manager.**

Submit this form, fair market value supporting documentation, and the device(s) to the helpdesk so the hardware can be cleared of all KRESA data and removed from inventory.

By signing below, the purchaser acknowledges that they have read and understand the above information. The purchaser also understands that ***this sale is not final until approved by the Assistant Superintendent for Technology.***

Buyer Signature: _____ Date: _____

SW MiTech Section

Device Evaluation and Verification:

By signing below the Helpdesk Lead Analyst or Helpdesk Manager have verified the device information listed by the purchaser and fair market value was established.

If the fair market value does not match with the device received for purchase, the Helpdesk Lead Analyst or Helpdesk Manager will contact the purchaser to inform them of the correct value to see if they would like to proceed with the purchase.

Signature: _____

Date: _____

Printed Name: _____

Approval of Purchase:

By signing below the Assistant Superintendent of Technology acknowledges and agrees to the purchase of the device(s) listed above by purchaser that is noted.

Assistant Superintendent of Technology Signature: _____

Date: _____

Preparation and delivery of device(s):

By signing below, the Helpdesk Lead Analyst or Helpdesk Manager acknowledges that they have completed the following steps.

- Cleared all KRESA data from the device(s) above that are being requested for purchase.
- Has removed the asset(s) from our inventory tracking system.
- Contacted the purchaser that the device(s) is/are ready for pickup.
- Received a check from the purchaser made out to Kalamazoo RESA.
- Gave the check and paperwork to the Accounts Receivable team in the Business Office.

Signature: _____

Date: _____

Printed Name: _____