COMPANY LAPTOP RETIRING POLICY AND AGREEMENT

This *Agreement* specifies the process when a company laptop is set to retire. The *Agreement* becomes effective after all applicable forms and paperwork are submitted and approved.

POLICY

**Retiring Laptops**

Division-issued laptops are generally suitable for office work for a period of 2-3 years. In the event that a laptop is set to retire, this is the process for the device:

1. If the laptop is no longer in working condition or is needing further repair:
	1. Then it will be recycled
2. If the laptop is in good working condition and no longer suitable for office work:
	1. Then it will be sold to staff at fair market value, or
	2. Sold on Facebook Marketplace at fair market value

To determine the fair market value of the device, the Operations Coordinator will reach out to the brand for a trade-in value quote, as well as check Facebook Marketplace for similar devices and their selling prices.

Purchasing Order

* The staff member whose laptop is being retired will have the first opportunity to purchase it
* If they do not wish to do so, the device will be offered for sale to the rest of the office staff
* The first staff member who wishes to purchase at the asked price may buy the device
* If no staff wish to purchase, then it will go for sale to the general public

**Purchasing Release Letter**

Please be advised that by purchasing this device you agree to the following terms:

* You agree to pay the amount of $\_\_\_\_\_\_ for the laptop serial #\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **as is** with no warranty.
* It is agreed that the company releases any responsibility for the device and will not provide any maintenance or technical support following the sale.
* The device will come with the appropriate charging cable and laptop case.

**Agreement**

By signing below, I attest that I have read this company laptop retiring process, understand its terms, and agree to abide by them all.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ED Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_