



# Oregon

Tina Kotek, Governor

Department of Administrative Services  
Enterprise Asset Management - Surplus Property Distribution Center  
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To: State Agencies

From: Sven Anderson  
Surplus Property Program Manager

Date: March 5, 2014

Re: Interagency Computer Sale/Transfer

The following only applies to State of Oregon government agencies and not local governments and/or non-profit entities and only applies to computers or other similar electronic devices. Computers or other technology devices with memory (i.e. computers, cell phones, printers, etc.) may be transferred to another State of Oregon government agency under the following conditions:

1. The agency that is making computers available is required to ensure that all data is removed according to the Department of Defense standards accompanying the statewide e-waste policy number: 107-009-0050 prior to the transfer. Failure to adhere to the statewide e-waste policy in terms of proper handling of sensitive and/or confidential data could result in you and/or your agency being held liable.
2. Transfers will be made using the current DAS Surplus Property Program inventory tracking system. The system at the time of this writing is called 'Reuse'.
3. The receiving agency is responsible for ensuring adherence to software licensing laws and/or software manufacturer requirements.
4. At the point at which the receiving agency is done with the item(s) they may transfer them again using this process or, more likely, if they are obsolete or no longer functional they should be disposed of following the statewide e-waste policy: 107-009-0050
5. No fee will be collected by the DAS Surplus Property Program, at this time, for these transactions.

Questions or concerns, please call me directly at: 503.378.6057