

Any **computer** purchased with university funds is university property, regardless of whether the computer was purchased with department or research funds. All computers need to be returned to the university when an employee resigns, retires, or is terminated. In very exceptional cases, if a faculty member retiring can show there is a legitimate reason that he/she needs to keep the computer, there will be an opportunity made for the faculty member to purchase the computer at fair market value that is determined by the Surplus Office. The opportunity to purchase the computer is only for *retiring faculty*. Staff and administrative employees, and faculty that resign or are terminated, do not have the opportunity to purchase their computer. A request to purchase a computer will be added to the form that HR has faculty fill out when they retire, and they will need to provide a valid explanation of why it is necessary for them to purchase their computer, and it will have to be approved by the VP's office.