Sales of IT equipment

This form must be used for the resale of EPFL IT equipment to EPFL staff or students. It is kept in the unit’s files and a digitized version is attached to the inventory file.

1. Equipment details

<table>
<thead>
<tr>
<th>EPFL unit:</th>
<th>Type of IT equipment:</th>
<th>Model:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Nr of CPU:</td>
<td>Inventory Nr:</td>
<td>Date of purchase:</td>
</tr>
<tr>
<td>Serial Nr of screen:</td>
<td>Inventory Nr:</td>
<td>Date of purchase:</td>
</tr>
</tbody>
</table>

2. Resale price

(to be paid into fund Nr 535248)

For equipment between 0 and 5 years old, the resale price of a whole computer (CPU + screen) is based on an annual depreciation of 25% and a minimum price of CHF 250.

Payment will be made using an EPFL payment slip (units will request the necessary payment slips from the SF).

3. Resale conditions

This sale is subject to the following conditions, in accordance with the "Directive concerning the recycling of IT equipment at EPFL" (see ur [http://polylex.epfl.ch](http://polylex.epfl.ch) section "Information Technology"):

For the selling unit:
1. In the case of a peripheral, it is > 5 years old (based on the delivery date listed in the EPFL IT inventory).
2. The original purchase price of the whole computer (CPU + screen) or peripheral is < CHF 3'000.
3. The head of the unit owning the IT equipment agrees to give it away and has the funds required to replace it if necessary.
4. The unit undertakes to remove any software and/or data legally belonging to EPFL from the computer’s disks.
5. The unit will update the IT inventory and add the digitized version of this document.
6. The seller will hand over the IT equipment to the purchaser upon presentation of the receipt counterfoil of the payment slip duly stamped by the post office.

For the purchaser:
7. This equipment is handed over to you upon presentation of the duly stamped receipt counterfoil of the payment slip.
8. It is sold to you in working order, without any guarantee or support of any kind being offered on the part of EPFL.
9. Any malfunction of the equipment must be reported within a maximum period of 10 days, in which case it can be returned and the resale price will be refunded. Once this deadline has been exceeded, the equipment is considered as having been accepted.
10. In the case of a computer, all confidential data has in principle already been removed. Should you nonetheless find such data on the hard disks, please destroy it in order to fulfill your duty of confidentiality.
11. We would like to remind you that it is illegal to use outside EPFL any software that may remain on the hard disks of the purchased equipment, apart from the operating system. If necessary, please be kind enough to remove it.

3a. Head of unit

Surname, first name: 
Place and date: 
Signature:

3b. Purchaser

Surname, first name: Sciper Nr: 
Place and date: 
Signature:

4. Receipt of payment

Surname, first name: 
Signature: 

Adopted by CoP+iSI on 06.06.2011 (version of 26.07.2011)