



Electronic Equipment?

1: No? Is item over \$1000 or have clear re-sale value?

Yes? Notify IT (e.g. Xantrion)

2: No? Offer to City Departments

Yes? Contact Public Works Admin

3: Offer to Local Tax-exempt Organizations

4: Offer to City Employees for Personal Use

**Optional Step:
Post the Item on Online Marketplace**

5: Send to Facility Repair