Cannibalized Equipment

Cannibalized equipment is equipment that is dismantled and the parts are used in other assets. For example, computer personnel frequently use parts from broken computers to fix other computers in the department. If they removed a hard drive, a major component, out of a computer for use in another computer, then the original computer becomes cannibalized. This cannibalized equipment MUST be removed from inventory.

- **Before** cannibalizing equipment, employees should notify the University Property Officer (UPO) at inventory@tamucc.edu and a photo of the equipment showing property tag and serial number should be sent to UPO, this will be used for verification of the equipment.

- **Next**, go to Canopy and submit a TDP (Transfer Departmental Property) request to transfer items to surplus. Make sure to annotate in the Notes: “*This item/equipment has been Cannibalized, delete from department’s inventory*” This process is available on our website http://adminservices.tamucc.edu/contracts_hub_property/Inventory%20Reference%20Material.html

- **After cannibalization**, and the TDP form has been processed, the left over/unused parts will need to be turned in to TAMUCC Surplus (Central Receiving Warehouse). **Important: make sure department does not keep the Asset Tag**, this may cause problems in department’s inventory in the future, the tag needs to be turned in along with the spare parts.

- Please keep parts together, for example in the case of the CPU or in a labeled bag.

- Cannibalized computers must have the hard drive condition indicated on the TDP (even non-inventory computers).

Don’t keep junk rooms. Send all parts not needed to the Surplus department do not store them. **Particularly the frame containing the inventory asset tag and/or the serial number.**