

<b>Treasurer's Instruction No</b>	<b>1305</b>
Title	<b>Disposal of Personal Computers</b>
Effective date	<b>1 January 2009</b>
Objective and Background	<b>Details the process that agencies must follow when disposing surplus personal computers.</b>
Version Number	<b>3</b>
Last Reviewed Date	<b>November 2008</b>

*Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.*

- (1) **This Instruction is to be read in conjunction with Instruction 1301.**
- (2) **Agencies must first offer all surplus personal computers, that meet the minimum standard, to the Department of Education for use in schools.**

For further information contact the Information Management Branch of the Department of Education.

- (3) **If the Department of Education does not require the personal computers offered by the agency, then they are to be disposed of in accordance with Instructions 1302 or 1303.**

Further information on disposals is available at [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au)> Buying for Government>Goods & Services>Disposals.