Staff Purchases:
In the event a staff person wishes to purchase their used computer or phone, the following specific steps are needed to accomplish this:

1. **Device user** obtains a guesstimate of the device’s market value ([https://www.gazelle.com/](https://www.gazelle.com/) or [https://ebay.com](https://ebay.com) are possible sources)

2. **User** contacts **DPA** to request initiation of purchase

3. **DPA** obtains approvals to buy from Department Manager and/or Chair

4. **DPA** contacts **SPS** to obtain price quote (If purchased within one year, Dept. to provide purchasing information. Device will be sold for purchase price or fair market value, whichever is greater)

5. **Devices with cellular service**: Department issues an Order-IT request to submit a Cancel-Order, requesting release of the device to a personal account.

6. **User** removes iCloud or Google login (unlocks device/phone)

7. **Once the Order-IT is processed**, it is turned over to Mobile Device Services, who will release financial responsibility to the user. Once the transfer is authorized with the new carrier, the user receives emailed instructions on how to assume liability of the phone number, if desired. Instructions are also provided on how to contact the new carrier directly.

8. **User** performs remote reset/device wipe to ensure all SU is data removed

9. **If price is acceptable to buyer**, **DPA** generates SPARC request for sale

10. **SPS** sends invoice, **buyer** pays invoice

11. **SPS** opens SNOW (help) ticket to release device from MDM & ASM

12. **User** is now in possession of phone