



Stanford University

Office of Research Administration
Property Management Office

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/> or <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** backs-up and removes iCloud account or Google log-in (unlocks device/phone)
7. **DPA** creates Service Now (SNOW) ticket for device to be sanitized or wiped
 - a. Reference the ticket number in the notes of the SPARC excess request
8. **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.
9. **User** performs remote reset/device wipe to ensure all SU is data removed
10. *If price is acceptable to buyer*, **DPA** generates SPARC request for sale
11. **SPS** sends invoice, **buyer** pays invoice
12. **SPS** opens SNOW (help) ticket to release device from MDM & ASM
13. **User** is now in possession of phone