Equipment Acceptance Guide

A practical starting point for organizations planning to retire surplus technology. We review equipment on a case-by-case basis and prioritize reuse whenever feasible.

Smaller Equipment Lots Welcome

You don't need to be retiring hundreds of computers to contact us. We welcome inquiries about smaller quantities of business technology, with equipment acceptance and transfer arrangements evaluated on a case-by-case basis.

Equipment we commonly consider

Computers: Laptops, desktops, workstations, and small-form-factor PCs.

Related equipment: Monitors, docking stations, keyboards, mice, power adapters, and computer accessories.

Storage and components: Solid-state drives, hard drives, memory, and other computer components.

Other business technology: Servers, networking equipment, and additional electronic equipment by arrangement.

Equipment that needs advance review

Please contact us before including printers, copiers, large or unusually heavy items, damaged batteries, or equipment with special handling requirements. We can discuss other categories even if they are not listed above.

Before transferring equipment

- Prepare a basic inventory if available (equipment type, approximate quantity, and condition).
- Back up any information your organization needs to retain.
- Identify equipment containing storage media or sensitive information, and communicate any security or documentation requirements.
- **Windows devices:** Remove devices from Windows Autopilot registration and applicable Microsoft Intune or other device-management systems before transfer. Erasing a drive does not remove cloud-based enrollment.
- **Apple devices:** Release devices from Apple Business Manager or Apple School Manager, remove device-management enrollment as applicable, and disable Find My / Activation Lock before transfer.
- Keep available power supplies, chargers, and accessories with their associated devices where practical.

Data handling and documentation

We offer data sanitization using recognized methods, with documentation available. Please discuss your organization's specific requirements with us before transferring devices. Acceptance of equipment and the appropriate sanitization method are confirmed as part of the engagement.

Have equipment to retire?

Tell us what you have, the approximate quantity, and where it is located. We'll discuss the next steps and confirm whether we can accept it.

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