3043E Fair Market Value

Policy

In accordance with Inventory Services procedure, AHC-IS will offer an estimate on Fair Market Value (FMV) on computer equipment. AHC-IS recognizes there is a need for this service and will be offering this to our supported users.

Procedure

When a user is considering purchasing their computer equipment for personal use, the following steps will be taken.

- User contacts the AHC-IS helpdesk with the device number(s), model number, or any other pertinent information about the item(s) that they are considering buying.
- After the information is received by the helpdesk, it will be forwarded onto AHC-IS Workstation Group Manager via e-mail.
- After the Workstation Group Manager verifies the appropriate information is accurate, that person will get a FMV from Usedprice.com, based on the specs of the computer equipment in question.***
- The following formula will be used when calculating FMV from Usedprice.com: lowest price under the “Used Retail” section in the estimate + 7.775% estimated sales tax = total FMV
- The AHC-IS Workstation Group Manager will email the requester the FMV and all required steps necessary to purchase the machine.
- Once the user verifies that he/she wants to purchase the equipment, they need to get it approved by their financial cluster/business office. The cluster/business office is responsible for verifying the actual sales tax rate in effect at the time of the sale and recalculating the actual amount due (if necessary), as well as handling all the sales tax withholding/reporting/remittance requirements that apply.
- Once the cluster/business office has approved the purchase request, then the user will need to fill out a Request to Terminate AHC-IS Desktop electronic form located at forms.ahc.umn.edu.
- Once this form has been approved and processed, the user will need to contact his/her financial cluster, tell them about the purchase, and write them a check for the total amount due.
- An issue will then be generated for a tech to go out and remove any University or AHC-IS software**.

**University software includes the Operating System (i.e. Windows) and Microsoft Office, Acrobat, Security and Encryption software. These items will be removed from the device.

*** This is an estimated value for computer equipment. At times, some general assumptions and conclusions will be made about specific computer equipment due to age or lack of information.