

EQUIPMENT TRUST FUND RETENTION

Equipment Trust Fund purchases have specific retention requirements determined by the bonds that finances ETF For computer equipment, the asset must remain in active inventory for 3 years. For non-computer equipment, the asset must remain in active inventory for 7 years. In order to comply with the new bond requirements, the retention period for non-computer equipment was changed from 5 years to 7 years in FY2011.

Example #1 Computer Item: A laptop is received in January 2012. The laptop must remain on inventory from January 2012 to December 2015. The earliest date the laptop could be turned into Property Control is January 1, 2016.

Example #2 Non-Computer Item (prior to FY11): A microscope is received in June 2010. The microscope must remain on inventory from June 2010 to May 2015. The earliest date the laptop could be turned into Property Control is June 1, 2015.

Example #3 Non-Computer Item (FY11 & forward): A color laser printer is received in July 2011. The printer must remain on inventory from July 2011 - June 2018. The earliest date the printer could be turned into Property Control is July 1, 2018.

The following schedule is provided to determine the "minimum" required retention period. If the equipment is still functional after this date the department should continue to maintain and control the equipment. Any ETF asset received prior to June 30, 2006 can be turned into Property Control. Please refer to the Department of Procurement Services Equipment Disposal procedure for further guidance on disposals.

EQUIPMENT TRUST FUND (ETF) RETENTION SCHEDULE		
EARLIEST TURN-IN MONTH (1st day of month)		
ACQUISITION MONTH (eReceiver Month)	Desktop Computers, Laptops, & Ipads	Non-Computer Items (received on or after July 1, 2010)
Jan-2012	Jan-2016	Jan-2019
Feb-2012	Feb-2016	Feb-2019
Mar-2012	Mar-2016	Mar-2019
Apr-2012	Apr-2016	Apr-2019
May-2012	May-2016	May-2019
Jun-2012	Jun-2016	Jun-2019
Jul-2012	Jul-2016	Jul-2019
Aug-2012	Aug-2016	Aug-2019
Sep-2012	Sep-2016	Sep-2019
Oct-2012	Oct-2016	Oct-2019
Nov-2012	Nov-2016	Nov-2019
Dec-2012	Dec-2016	Dec-2019
Jan-2013	Jan-2017	Jan-2020
Feb-2013	Feb-2017	Feb-2020
Mar-2013	Mar-2017	Mar-2020
Apr-2013	Apr-2017	Apr-2020
May-2013	May-2017	May-2020
Jun-2013	Jun-2017	Jun-2020
Jul-2013	Jul-2017	Jul-2020
Aug-2013	Aug-2017	Aug-2020
Sep-2013	Sep-2017	Sep-2020
Oct-2013	Oct-2017	Oct-2020
Nov-2013	Nov-2017	Nov-2020
Dec-2013	Dec-2017	Dec-2020
Jan-2014	Jan-2018	Jan-2021
Feb-2014	Feb-2018	Feb-2021
Mar-2014	Mar-2018	Mar-2021
Apr-2014	Apr-2018	Apr-2021
May-2014	May-2018	May-2021
Jun-2014	Jun-2018	Jun-2021
Jul-2014	Jul-2018	Jul-2021
Aug-2014	Aug-2018	Aug-2021
Sep-2014	Sep-2018	Sep-2021
Oct-2014	Oct-2018	Oct-2021
Nov-2014	Nov-2018	Nov-2021
Dec-2014	Dec-2018	Dec-2021
Jan-2015	Jan-2019	Jan-2022
Feb-2015	Feb-2019	Feb-2022
Mar-2015	Mar-2019	Mar-2022
Apr-2015	Apr-2019	Apr-2022

EQUIPMENT TRUST FUND (ETF) RETENTION SCHEDULE

**EARLIEST TURN-IN MONTH
(1st day of month)**

ACQUISITION MONTH (eReceiver Month)	Desktop Computers, Laptops, & Ipads	Non-Computer Items (received on or after July 1, 2010)
May-2015	May-2019	May-2022
Jun-2015	Jun-2019	Jun-2022
Jul-2015	Jul-2019	Jul-2022
Aug-2015	Aug-2019	Aug-2022
Sep-2015	Sep-2019	Sep-2022
Oct-2015	Oct-2019	Oct-2022
Nov-2015	Nov-2019	Nov-2022
Dec-2015	Dec-2019	Dec-2022
Jan-2016	Jan-2020	Jan-2023
Feb-2016	Feb-2020	Feb-2023
Mar-2016	Mar-2020	Mar-2023
Apr-2016	Apr-2020	Apr-2023
May-2016	May-2020	May-2023
Jun-2016	Jun-2020	Jun-2023
Jul-2016	Jul-2020	Jul-2023
Aug-2016	Aug-2020	Aug-2023
Sep-2016	Sep-2020	Sep-2023
Oct-2016	Oct-2020	Oct-2023
Nov-2016	Nov-2020	Nov-2023
Dec-2016	Dec-2020	Dec-2023
Jan-2017	Jan-2021	Jan-2024
Feb-2017	Feb-2021	Feb-2024
Mar-2017	Mar-2021	Mar-2024
Apr-2017	Apr-2021	Apr-2024
May-2017	May-2021	May-2024
Jun-2017	Jun-2021	Jun-2024
Jul-2017	Jul-2021	Jul-2024
Aug-2017	Aug-2021	Aug-2024
Sep-2017	Sep-2021	Sep-2024
Oct-2017	Oct-2021	Oct-2024
Nov-2017	Nov-2021	Nov-2024
Dec-2017	Dec-2021	Dec-2024
Jan-2018	Jan-2022	Jan-2025
Feb-2018	Feb-2022	Feb-2025
Mar-2018	Mar-2022	Mar-2025
Apr-2018	Apr-2022	Apr-2025
May-2018	May-2022	May-2025
Jun-2018	Jun-2022	Jun-2025
Jul-2018	Jul-2022	Jul-2025
Aug-2018	Aug-2022	Aug-2025
Sep-2018	Sep-2022	Sep-2025
Oct-2018	Oct-2022	Oct-2025
Nov-2018	Nov-2022	Nov-2025
Dec-2018	Dec-2022	Dec-2025
Jan-2019	Jan-2023	Jan-2026
Feb-2019	Feb-2023	Feb-2026
Mar-2019	Mar-2023	Mar-2026
Apr-2019	Apr-2023	Apr-2026
May-2019	May-2023	May-2026
Jun-2019	Jun-2023	Jun-2026
Jul-2019	Jul-2023	Jul-2026
Aug-2019	Aug-2023	Aug-2026
Sep-2019	Sep-2023	Sep-2026
Oct-2019	Oct-2023	Oct-2026
Nov-2019	Nov-2023	Nov-2026
Dec-2019	Dec-2023	Dec-2026
Jan-2020	Jan-2024	Jan-2027
Feb-2020	Feb-2024	Feb-2027
Mar-2020	Mar-2024	Mar-2027
Apr-2020	Apr-2024	Apr-2027

EQUIPMENT TRUST FUND (ETF) RETENTION SCHEDULE

**EARLIEST TURN-IN MONTH
(1st day of month)**

ACQUISITION MONTH (eReceiver Month)	Desktop Computers, Laptops, & Ipads	Non-Computer Items (received on or after July 1, 2010)
May-2020	May-2024	May-2027
Jun-2020	Jun-2024	Jun-2027
Jul-2020	Jul-2024	Jul-2027
Aug-2020	Aug-2024	Aug-2027
Sep-2020	Sep-2024	Sep-2027
Oct-2020	Oct-2024	Oct-2027
Nov-2020	Nov-2024	Nov-2027
Dec-2020	Dec-2024	Dec-2027
Jan-2021	Jan-2025	Jan-2028
Feb-2021	Feb-2025	Feb-2028
Mar-2021	Mar-2025	Mar-2028
Apr-2021	Apr-2025	Apr-2028
May-2021	May-2025	May-2028
Jun-2021	Jun-2025	Jun-2028
Jul-2021	Jul-2025	Jul-2028
Aug-2021	Aug-2025	Aug-2028
Sep-2021	Sep-2025	Sep-2028
Oct-2021	Oct-2025	Oct-2028
Nov-2021	Nov-2025	Nov-2028
Dec-2021	Dec-2025	Dec-2028
Jan-2022	Jan-2026	Jan-2029
Feb-2022	Feb-2026	Feb-2029
Mar-2022	Mar-2026	Mar-2029
Apr-2022	Apr-2026	Apr-2029
May-2022	May-2026	May-2029
Jun-2022	Jun-2026	Jun-2029