



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date: 5/10	Page: 1 of 1
			Classification Code: 06-01
	Section: PROPERTY AND CAPITAL EQUIPMENT		
Subject: SURPLUS PROPERTY AND EQUIPMENT			

Note: The provisions of this policy do not cover any property and equipment obtained through the Federal Surplus Program or purchased with government contract funds unless title has been transferred to the University. The Vice President for Finance and Administration should be notified of any federal surplus property that has not been transferred to the University.

GENERAL STATEMENT OF POLICY

Any property or equipment that a department determines to be surplus to its needs, regardless of its condition or estimated value, is transferred to the Surplus Property Manger unless it is transferred to another department in which case the transfer is reported via a Request for Change in Accountability from Inventory Control.

Any surplus property or equipment transferred to the Surplus Property Manager for which there is no apparent need by another department on campus will be disposed of in accordance with state statutes and procedures authorized by the Vice President for Finance and Administration.



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OPERATING PROCEDURES

1. A department which transfers any inventoried surplus property or equipment from one inventory account to another must report such transfers to Inventory Control on a Request for Change in Accountability Report.
 - A. While transfers to different accounts assigned to one individual can be handled on a single form, transfers to different accounts assigned to different individuals must be reported on separate forms.
2. A department may obtain available surplus property and equipment by contacting the Surplus Property Manager.

Transferring Department -

1. Initiate a Request for Change in Accountability Report.
2. Complete only that portion which pertains to transferring department:
 - A. Date
 - B. Item A, B, C, D, E, or F
 - C. Department/Office & Inventory Index Number
3. List each item being transferred indicating:
 - A. Description of item
 - B. Serial number if applicable
 - C. Inventory tag number
 - D. Condition
 - E. Building & room number



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Department Chairpersons or Authorized Representative -

1. Sign and distribute as follows:
 - A. Forward white and pink copies to Receiving Department.
 - B. Retain yellow copy.

Receiving Department -

1. Complete form by entering the following:
 - A. Name of receiving department/office
 - B. Inventory index number of receiving department or office
 - C. Location (building & room in which item is located)

Department Chairperson or Authorized Representative -

1. Sign and distribute as follows:
 - A. Forward original (white) to Purchasing.
 - B. Retain yellow copy.