

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 28B.10.029

Cancels:

See Also

PRO-U5346.02C

SURPLUSING UNIVERSITY ASSETS

Definition:

Surplus – the asset is no longer useful to the holding department; but may serve a useful purpose to another department.

Action by:

Action:

- | | |
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| Equipment Inventory | 1. In accordance with PRO-U5346.02A Disposing of University Assets, determines asset may be of value to other campus departments. |
| Transport Services | 2. Notifies Transport Services to remove surplus items to designate holding area. |
| Transport Services | 3. Schedules the pick-up of the item(s). |
| Department | 4. Notifies department of scheduled date and time of pick up. |
| Transport Services | 5. Makes asset available for pickup. |
| Transport Services | 6. Transports surplus items to holding area assigned by Equipment Inventory. |
| Equipment Inventory | 7. Records receipt of surplus items in a database. |
| Equipment Inventory | 8. Notifies campus that available surplus items may be acquired by university departments. |