PROCEDURE

Effective Date: 6/1/07
Approved By: Vice President George Pierce
Authority: RCW 28B.10.029

Cancels:

See Also

PRO-U5346.02E SCRAPPING UNIVERSITY ASSETS

Definition:

Scrap – the asset has served its most useful purpose and may be most economically disposed of through a sanitation company or other legal means of disposal.

Action by: Action:

Equipment Inventory

1. In accordance with PRO-U5346.02A Disposing of University Assets, determines assets may not be of value to other campus departments and is not saleable therefore it is deemed as scrap.

2. Completes scrap authorization form and sends to Outdoor Maintenance at Facilities Management.

3. Notifies department’s Budget Authority on anticipated method of removing item.

Facilities Management

4. Schedules the pick-up of the item(s).

5. Notifies Equipment Inventory of scheduled date and time of pick up.

Equipment Inventory


Department

7. Makes assets available for pickup.

Facilities Management

8. Records actual date and time item(s) are picked up and disposed.