

# 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, <b>determines</b> assets may <b>not</b> be of value to other campus departments and is not saleable therefore it is deemed as scrap. |
|                       | 2. <b>Completes</b> scrap authorization form and sends to Outdoor Maintenance at Facilities Management.  |
|                       | 3. <b>Notifies</b> department’s Budget Authority on anticipated method of removing item.   |
| Facilities Management | 4. <b>Schedules</b> the pick-up of the item(s).  |
|                       | 5. <b>Notifies</b> Equipment Inventory of scheduled date and time of pick up.  |
| Equipment Inventory   | 6. <b>Notifies</b> department of estimated arrival time by Facilities Management.  |
| Department            | 7. <b>Makes</b> assets available for pickup.   |
| Facilities Management | 8. <b>Records</b> actual date and time item(s) are picked up and disposed.   |