MEMORANDUM

TO:       All Departments

FROM:  Greg Lovins

DATE:   January 22, 2013

RE:       Surplus Property

This memorandum is to remind departmental staff about following policies and procedures regarding surplus property when disposing of equipment and other tangible property items (http://policy.appstate.edu/Surplus_Property). Other means of disposal of ASU-owned equipment are not in compliance with this policy, such as the following:

1.       Placing items in a dumpster or recycling container
2.       Keeping items that are no longer in use in a storage closet or store room
3.       Selling items on eBay, at a yard sale, or by other means
4.       Leaving items unattended on a departmental loading dock (or other location) without proper paperwork and a scheduled pickup
5.       Dropping off items at the Warehouse loading dock without proper paperwork.

If a department has items ready for surplus, please complete the “Movable Equipment/Notice of Disposal form or Change in Location” form. This form can be found in ASU electronic forms under Warehousing and at http://fixedassets.appstate.edu/sites/default/files/MovableEquipmentDisposalForm.pdf. Please send completed forms to Brenda Davis, Controller’s Office, Business Affairs Annex. Brenda will forward a copy of the form to Warehouse personnel, who in turn will pick up these items at their convenience. If items need to be removed immediately, the department can prepare a Physical Plant work order request but a charge will apply for this service.

If you have any questions concerning surplus procedures, contact Roger Brandon at Ext 2500 (brandonra@appstate.edu) or Brenda Davis at Ext 2636 (davisbk@appstate.edu).

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