

## **PROPERTY DISPOSAL/ASSET TRANSFER PROCEDURES**

Lander University does NOT have a warehouse for surplus property storage.  
Therefore, surplus property must be

- a) transferred within the university
- b) offered to State surplus or
- c) sold at public auction.

### **To dispose of all surplus property:**

From the Lander University website click on **Faculty & Staff**.

1. Scroll down to Campus Offices and choose **Procurement**.
2. At **Property Disposal Guide** choose appropriate request-**Asset Transfer Request** or **Property Disposal Request**.

**Property Disposal Request** – Read and follow the directions at the top of the form. Complete the form, filling in all appropriate boxes. At Reason for Disposal box, type the reason for disposing of the item. If it is in reasonably good shape, **Surplus to Needs is a sufficient reason. Most items will be Surplus to Needs unless they are damaged beyond repair.** Before submitting form, make a copy to attach to the item you are transferring to surplus.

**Asset Transfer Request** – Read and follow the directions at the top of the form. Complete the form, filling in all the boxes. Before submitting the form, make a copy to attach to the item being transferred.

3. Next go to the Physical Plant site on the Lander University website. Choose the **Submit Physical Plant Work Order Request**. Complete the form. At Step 4 enter a complete description of the item to be moved, location where item is currently and where it is to be moved. Complete the entire form and click on submit. This completes your part.... WHAT HAPPENS NEXT?

- **Custodial services will move items with proper form attached to central receiving.**
- **Central receiving staff will determine items to be surplus and tag for auction or declare the item as trash. If it is declared trash it must be disposed of immediately. (Trash is defined as broken beyond repair.) The disposal form for trashed items must be sent to procurement services to be filed in surplus property records.**
- **Central receiving staff will call procurement services immediately if any item is delivered without the proper form attached.**
- **Procurement services will immediately research to determine where the item came from and contact the sender for the proper paper work.**
- **Procurement services will seek State approval to hold surplus property auctions every 180 days or less depending upon the number of items accumulated.**