PROPERTY DISPOSAL or ASSET TRANSFER
QUESTIONS

Where is the storage warehouse located for unused property?
Lander does not have a warehouse for storage. As a State agency, surplus property must be transferred within the university, offered to state surplus or sold at public sale.

How do I determine what is considered state property?
Anything purchased for university use or anything purchased using university funds.

What department has the responsibility of surplus property?
Procurement Services houses all surplus supply records.

Is there a formal process to property disposal?
Yes. Step by step instructions can be found on the Procurement website.

What do I do if I want to give property to another department within the university?
On the procurement website follow the instructions on the Asset Transfer Request form. Print this form prior to submitting and attach to surplus property.

Does the Property Disposal and Asset Transfer Request forms automatically issue a removal notice?
No. You must email Robin Moore @ rmoore@lander.edu or Procurement Services to have a work order request completed in order to have the property moved from your area. Procurement will do the work order for you.

What happens next?
Custodial services will move the property with the proper forms attached to surplus property.

What if my stuff is broken beyond repair?
Procurement staff will determine if items can be sold as surplus or declare the item trash.

What will you do if I just have the property moved by the custodians without the other form?
They are told not to pick up any surplus property without the proper paperwork.

How do you sell this stuff?
Procurement Services must seek State approval to hold a surplus property sale. We must advertise the sale to the public two weeks prior to holding the sale.
How often do you have a sale?
We do not have a set time line. When we have accumulated a good group of items; because the sell process is the same if we’re selling 1 item or 15.

Can I buy from Lander the laptop I’ve been using?
No, not directly. All computer hard drives must be erased by IT. State surplus must then be notified; if they give us permission to sell the laptop it is offered for sell just as all other property.

How do we know when items are available for use within the University?
The surplus property manager will send a campus wide email immediately with a description of items available. If your department is interested you should reply to that email.

Do you post pictures of surplus property on the web?
Yes, I usually send out pictures to everyone through e-mail.