

Definitions of Disposal Options on the “Request to Survey Property” Form

What does “Requested Disposition” (Item #4) mean on the “Request to Survey Property” form?

- **Surplus Sale** - Surplus property (with the exception of donated items to outside organizations) marked as “Surplus Sale” indicates the item(s) are no longer necessary, useful or retain value to the Department. These items will be picked up by Facility Services – Moving and Surplus Property (when contacted) and they will determine the method of its disposal.
- **Salvage/Parts** - Property marked as “Salvage/Parts” indicates the department is salvaging the equipment for its internal parts, and it will no longer maintain its original form. The department may not salvage equipment for parts until the survey request has been approved.
- **Junk** - This is not an option for the department to request. Property marked as “Junk” indicates that it was considered useless or irreparable by Facility Services – Moving and Surplus Property, and will be discarded. University property is to be discarded by *authorized personnel* only.
- **Stolen** - Property marked as “Stolen” indicates there has been a known burglary, or theft. In this case, University Police (on-campus incident) or the nearest law enforcement agency (off-campus incident) is to be notified, and the Incident/Case# is noted on the “*Property Loss Report.*”
- **Destroyed** - Property marked as “Destroyed” indicates the item has been rendered useless because of fire, water, or other damage. Once the Property Board rules out culpable negligence and approves the survey request, arrangement for pick-up by Facility Services – Moving and Surplus Property can occur.
- **Trade-in** - Property marked as “Trade-in” indicates an item that is to be returned to the vendor for replacement or upgrade. Make sure to Include the name of the vendor who will be accepting the property, the monetary value in return for the property and how the monetary value is to be handled (cash back, discount on invoice, etc).
**Note: This option should not to be used for leased equipment.*
- **Missing/Lost** - Property as “Missing/Lost” indicates the item could not be found during the physical inventory. After a concentrated effort to search for the equipment is unsuccessful, University Police are notified and the Incident/Case# is noted on the “*Property Loss Report.*”