

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 28B.10.029

Cancels:

See Also

PRO-U5346.02A DISPOSING OF UNIVERSITY ASSETS**Definitions:**

Office or Classroom Assets – assets controlled by Space Administration.

Surplus – the asset is no longer useful to the holding department; but may serve a useful purpose to another department.

Saleable – the asset may not serve a useful purpose to the campus community but may have marketable value to the public.

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.

Hazardous – the item has manufacturer labels warning about chemicals or fire hazards, strange odors or powders present, assets that may be too damaged to move safely, or any other safety concerns. Examples might include laboratory equipment, testing equipment used for dangerous chemicals, or chemicals present in refrigerant equipment.

Action by:**Action:**

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| Department Staff | 1. Decides to dispose of asset. |
| | 2. If asset is computer equipment with a hard drive, contacts ATUS for directions or assistance with wiping the hard drive clean. |
| | 3. Completes E-Sign Surplus Pickup Request Form (see On-Line Forms). |
| | 4. Emails form to Budget Authority for E-signature. |
| Budget Authority | 5. E-Signs form and returns to Department Staff. |
| Department Staff | 6. Emails form to Equipment Inventory Personnel. |

PROCEDURE

Action by:**Action:**

- Equipment Inventory Personnel
7. **Receives** request.
 8. **Visits** site and **examines** all items listed on form.
 9. Determines status of asset.
 - 9a. If item appears hazardous, see PRO-U5346.02B.
 - 9b. If asset is office or classroom furniture, refers to Space Administration by sending a copy of the removal request including a notation asking Space Administration how they wish to proceed.
 - 9c. If asset is a state-registered vehicle, completes appropriate documentation to transfer ownership.
 - 9d. If asset is surplus, see PRO-U5346. 02C.
 - 9e. If asset is saleable, see PRO-U5346.02D.
 - 9f. If asset is scrap, see PRO-U5346.02E.