

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 28B.10.029

Cancels:

See Also

PRO-U5346.02D**SELLING UNIVERSITY ASSETS****Definition:**

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

Action by:**Action:**

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| Equipment Inventory | 1. | In accordance with PRO-U5346.02A Disposing of University Assets, determines assets may be of value to other campus departments. |
| | 2. | Notifies Transport Services to remove surplus items to designate holding area. |
| Transport Services | 3. | Schedules the pick-up of the item(s). |
| | 4. | Notifies department of scheduled date and time of pick up. |
| Department | 5. | Makes assets available for pickup. |
| Transport Services | 6. | Transports surplus items to holding area assigned by Equipment Inventory. |
| Equipment Inventory | 7. | Records receipt of surplus items in a database. |
| | 8. | Notifies campus that available surplus items may be acquired by university departments. |