

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 28B.10.029

Cancels:

See Also

PRO-U5346.02E

SCRAPPING UNIVERSITY ASSETS

Definition:

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.

Action by:

Action:

- | | | |
|-----------------------|----|---|
| Equipment Inventory | 1. | In accordance with PRO-U5346.02A Disposing of University Assets, determines assets may not be of value to other campus departments and is not saleable therefore it is deemed as scrap. |
| | 2. | Completes scrap authorization form and sends to Outdoor Maintenance at Facilities Management. |
| | 3. | Notifies department’s Budget Authority on anticipated method of removing item. |
| Facilities Management | 4. | Schedules the pick-up of the item(s). |
| | 5. | Notifies Equipment Inventory of scheduled date and time of pick up. |
| Equipment Inventory | 6. | Notifies department of estimated arrival time by Facilities Management. |
| Department | 7. | Makes assets available for pickup. |
| Facilities Management | 8. | Records actual date and time item(s) are picked up and disposed. |