

I. INTRODUCTION

All University property purchased with University funds (including unrestricted

capitalized equipment (designated as such by the Controller) by the department head

B. Capitalized Equipment and Assets

1. When a department-head who has control over an asset seeks to declare capitalized equipment as surplus, the department-head must contact the Controller to determine whether the removal has financial and/or operational impacts.
2. The means of disposal will be determined jointly by the department disposing of the asset and the Controller when removal has financial and/or operational impacts on facilities, fixtures, and/or the function of other assets. The Controller (and as appropriate, together with the Office of Information Technology, Office of Facilities Management and Planning, and/or the Office of Environmental Health and Safety) will assist departments in determining the appropriate method of disposal.
3. Prior to disposition, the department-head will work with the Controller's Office to ensure that the accounting of the transaction is recorded correctly in the fixed assets system.

C. Non-Capitalized Equipment and Assets

For non-capitalized equipment and assets approval is required from the department-head over the asset. The means of disposal will be jointly determined by the department disposing of the asset with the assistance of, as appropriate, the Office of Information Technology, Office of Facilities Management and Planning, and/or the Office of Environmental Health and Safety.

D. Equipment and Materials Purchased with Special Donated Funds, Grant or Contract Funds

Items that cannot be reused internally or sold may be donated “as is” to approved not-for-profit institutions upon written approval from the Senior Vice Chancellor for Business and Financial Affairs or the Provost.

4. Disposal as Waste

(a) Items that cannot be sold or donated will be discarded through the University’s normal waste removal process.

(b) Electronic Peripherals (as defined below) that are approved for disposal must be given to EHS.

