

The University of Wisconsin-Parkside **Furniture and Other Items in Hallways Policy** should be read prior to submitting surplus requests. <https://www.uwp.edu/explore/offices/governance/policy79.cfm>

DEPARTMENT SURPLUS PROCEDURES

Campus departments may find that university equipment under their jurisdiction has become surplus to their needs. In order to remove the equipment from their department inventory, the following procedure must be followed:

ALL SURPLUS ITEMS MUST BE LABELED WITH A SURPLUS TAG. Miscellaneous items such as supplies and desktop items do not need a surplus tag. When the department has received the surplus form a full description must be noted on the surplus form with as much information the department can provide. Such as:

- TYPE
- SIZE
- COLOR
- QUANTITY
- CONDITION – STAINED, RIPPED, DENTS, SCRATCHES
- MODEL & MANUFACTURER
- ANY UWP OR FEDERAL ASSET TAGS

SURPLUS FORM SUBMISSION STEPS

1. A COMPLETED SURPLUS FORM IS SUBMITTED TO THE SURPLUS MANAGER FROM THE DEPARTMENT. EMAIL THE FORM TO mailservices@uwp.edu. (Ensure to note the class and condition of the surplus item on the surplus form)
2. Surplus will assign tags to the surplus items and note them on the surplus form.
3. Surplus staff will send the tags with the original surplus form back to the department. The department is responsible to tag the surplus items according to the tag numbers assigned to each item.
4. The department determines if a FMC WORK ORDER is needed to move the items to the surplus area. If so, the Department will need to submit a FMC work order. **DO NOT SUBMIT A WORK ORDER UNTIL AFTER THE SURPLUS TAGS HAVE BEEN RECEIVED BY THE DEPARTMENT.**
<http://www.uwp.edu/explore/offices/facilitiesmanagement/>
5. COMPUTERS NEED TO BE WIPED CLEAN BY CTS PRIOR TO SURPLUS. Contact CTS to make arrangements prior to surplus.
6. If the department decides to move the surplus items themselves, notify Surplus that the surplus items have been or are being delivered.
7. If the department decides to keep an item on the surplus form, return the assigned Surplus tag to the Surplus Manager.
8. Any questions regarding the surplus form or tags contact the Surplus Manager at mailservices@uwp.edu.

Surplus Property Class/Condition

I. Determine the condition of the equipment. The state classifies the condition of equipment as follows:

A. Class A - New

1. EXCELLENT/NEW - original condition and packaging

B. Class B – Used

1. GOOD - can be used with no repair or cleaning.

C. Class C - Junk - Unrepairable equipment, items requiring cleaning, any repairs and materials which are no longer usable for the purpose for which they were made and items deemed unsafe for use.

Appliances will not be accepted into Surplus. Remember small and large Appliances must have the fluids, Freon, etc. removed prior to scrapping. Check with the Safety Risk Management Manager Robert Greishaber and/or Facilities Mgmt Maintenance Supervisor Gary Aull.

MAKE SURE ALL CONTENTS ARE REMOVED FROM DESKS AND CABINETS!!

NOTE: In order to have equipment moved by Facilities Management staff. A Facilities Management work order must be submitted **AFTER** the Surplus tags are received by the department

DEPARTMENT NAME _____

FUNDING STRING _____

ITEM # SURPLUS OFFICE ONLY	DESCRIPTION	MANUFACTURING SERIAL # IF APPLICABLE	LOCATION	CLASS/ CONDITION	UWP ASSET TAG IF ANY	ACQUISITION COST (IF ESTIMATED PREFIX WITH "E")	PRESENT FAIR VALUE

Facilities Management Work Order Submitted

We Will Dispose Of

We Will Move To Surplus Area

IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL LIST.

DEPARTMENT HEAD APPROVAL – Sign and Date

REQUIRED FOR SURPLUS

APPROVED FOR DISPOSITION AS **JUNK** AND REMOVAL
JOSEPH RODRIGUEZ, SURPLUS PROPERTY MANAGER

APPROVED FOR REMOVAL TO SURPLUS STORAGE
JOSEPH RODRIGUEZ, SURPLUS PROPERTY MANAGER