

UNIVERSITY OF IOWA PROPERTY MANAGEMENT

INSTRUCTIONS: SURPLUS REMOVAL REQUEST FORM

FORM PURPOSE

Submit this form to have equipment removed from the departmental inventory and to request pick-up by the University Surplus Department. The equipment listed may be capitalized or noncapitalized. Property Management Office will remove the capitalized equipment from asset records and forward the request for removal of all items to University Surplus.

GENERAL INFORMATION

DO NOT use this form:

- **If your department is part of Orgs 70-85.** You will need to complete a “UIHC Surplus Removal Request”, “UIHC Computer/Peripheral Disposal”, or “UIHC Electronic Equipment Disposal” form and work directly with UIHC HCIS or Housekeeping.
- **To deduct** an asset from inventory that Surplus will not pick up. Complete a “*Deductions Request*” form.
- **And submit a “*Deductions Request*” form.** Use the “*Deductions Request*” form only to remove an asset that University Surplus is not picking-up or has not authorized the department to sell. The two forms are “either/or”.

PLEASE NOTE:

- Please provide a valid departmental MFK. Reimbursements resulting from the sale of surplus items will be handled between University Surplus and the Department that provided the equipment. The fact is not part of the MFK information requested on the form; it is determined by Central Accounting.
- University Surplus reserves the right to implement alternative methods of disposal or redistribution.
- Items sent to University Surplus are non-returnable, and University Surplus determines the selling price.
- Disassembly is the responsibility of the department requesting removal.
- University Surplus does not remove items from laboratories and does not accept batteries. For additional instructions concerning laboratory equipment, large equipment, or hazardous materials, please see the University Surplus website.
- Equipment cannot be delivered or left at University Surplus without their prior approval.
- University Surplus does not handle any equipment that contains infectious, chemical, or radioactive waste. Contact Health Protection Office regarding the disposal of such equipment.
- Prior to making arrangements for having materials sent to the landfill, please contact University Surplus to request that they review and schedule them. Landfill fees are the responsibility of the department. If you have any questions please contact University Surplus at 335-5001.

INSTRUCTIONS

Please print legibly so all assets can be updated correctly. If you need to list more assets than the form provides, please attach a listing showing the information as requested on the form.

For each asset to be removed from the departmental inventory, furnish the following:

- UI Tag Number.
- Description: enter a brief description of the item to be deducted (e.g., a noun with descriptive adjective(s) and vendor name).
- Serial #: enter the information as recorded on the asset.
- UI Room #: enter room location for each item. Note: building is shown below for all items.
- CPU Data Wiped: enter “Y” or “N”, as appropriate (see CIO policy).
- Over \$100: enter “Y” if you think the item will sell for more than \$100 and want to be reimbursed.
- Information for University Surplus: enter building, Custodian and MFK information.

Two signatures are required: the first signature shall be the Department Contact requesting/initiating the form and the second signature shall be from the Departmental Executive Officer or designee. Signature stamps will not qualify as either of the 2 required signatures.

Send completed form to:

***Property Management Office
609 Jefferson Building***

Property Management Office will forward a copy of the request to University Surplus and return a copy of the updated form to the Department Contact.

Questions? Please contact the Property Management Office (335-0118).