## Getting rid of some old equipment?

Don't just toss it out!



**Property Control** 



## All assets, regardless of value, must go through Property Disposition.

Following the correct process listed below will remove the capital equipment from your biennial inventory.

## Sell it!

- Fill out a Declaration of Surplus form and email it to Property Disposition.
- A clearance memo may be needed.
- Sale proceeds will be returned to the department short code.

## Scrap it!

- Mark the equipment as 'scrap' on the Declaration of Surplus form and email it to Property Disposition.
- A clearance memo may be needed.

Please note that the University does not donate equipment.

