Getting rid of some old equipment?

Don't just toss it out!

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.

- 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.

Sell it!

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

Scrap it!

Please note that the University does not donate equipment.

Questions?

property.control@umich.edu
http://propertycontrol.umich.edu
SPG 520.01