

Guidelines for Disposals/Retirements and Transfers of Hospital (Capital) Equipment

All patient and clinical equipment should have a universal yellow asset tag identification label affixed in a visible spot so it can be readily located during a physical inventory. The following guidelines should be used when disposing or transferring this type of equipment.

Disposals or Retirements

- All disposals or sales of University of Michigan (Hospital) property and scrap material are handled through the Office of Property Disposition. Please contact them at 764-2470 for additional information.
- When disposing equipment through Property Disposition always fill out a Declaration of Surplus Form spreadsheet. This form can be found on their website. If a disposal involves any tagged equipment, email a copy of this spreadsheet to both:

Capital Budgets (Anne Burns (6-5078, burnsal@umich.edu) or
Facilities Administration (Tom Stafford, 6-5049, tstaff@umich.edu)

- When trading-in equipment as part of a new purchase, the tag number(s) of the trade-in should be clearly written in the ePro requisition “Comments” section.
- Following the above guidelines will ensure that tagged equipment items are removed/retired from the Hospital Capital and Maximo Equipment databases.

Transferring Equipment to a Different Dept ID

- All Dept ID transfers of Hospital Capital Assets will be handled through the Capital Budgets Office. Submitted transfer documents must contain authorization from both the transfer-to and transfer-from parties.
- Transfer documentation should include Dept ID To, Dept ID From, Equipment Tag #, Equipment Description, and Effective Transfer Date. Send an email request of your transfer with attachments and appropriate authorizations to:

Anne Burns (6-5078, burnsal@umich.edu) or Facilities Administration (Tom Stafford, 6-5049, tstaff@umich.edu)