Guidelines for Disposal, Retirement and Transfer of Campus and Hospital (Capital) Equipment

All disposals or sales of surplus University of Michigan equipment property and scrap material - including Hospital - are handled through the Office of Property Disposition. Please contact them at property.disposition@umich.edu or 734-764-2470 for additional information.

Disposal or Retirement

All University capital equipment should have an asset tag identification label affixed in a visible spot so it can be readily located during a physical inventory. Hospital equipment should have a universal yellow asset tag identification label and campus tags are blue.

The following guidelines are used when disposing or transferring this type of equipment.

• When disposing equipment always fill out a Declaration of Surplus Form spreadsheet. This form can be found at: http://procurement.umich.edu/property-space-management/property-disposition-u-m-departments/declaring-and-sending-surplus.

• 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.

• If a disposal involves any Hospital tagged equipment, also email a copy of the form to: Hosp-Disposals-Transfers@umich.edu.

Following the above guidelines will ensure that tagged equipment items are removed and retired from the University of Michigan Capital Assets Equipment databases and that Hospital tagged equipment items are removed and retired from the Hospital Capital and Maximo Equipment databases.

Transferring Equipment to a Different Dept ID

Campus Assets

• All Dept ID transfers of campus capital assets will be handled through the Financial Operations Office. Email should be sent to amtransfers@umich.edu - include Dept ID To, Dept ID From, Equipment Tag # and Equipment Description

Complying with the above guidelines will help ensure the accuracy of the University of Michigan’s campus inventory, and aid in indirect cost recovery.

Hospital Assets

• All Dept ID transfers of Hospital capital assets will be handled through the Capital Budgets Office. Email request of your transfer with attachments and appropriate authorizations to Hosp-Disposals-Transfers@umich.edu - include authorization from both the transfer-to and transfer-from parties, Dept ID To, Dept ID From, Equipment Tag #, Equipment Description and Effective Transfer Date.
In addition to timely transfers of assets in the Hospital Capital database, complying with the above guidelines will help ensure that future repair parts and supplies are charged correctly in the Maximo Biomedical/Maintenance Equipment database.

Specific questions or concerns regarding any of the above guidelines can be directed to:

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<thead>
<tr>
<th>Campus Assets</th>
<th>Hospital Assets</th>
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<tbody>
<tr>
<td>Mark Comstock, Inventory Control Mgr 734-647-4263 <a href="mailto:alco@umich.edu">alco@umich.edu</a></td>
<td>Anne Burns, Hospital Capital database 734-936-5078 <a href="mailto:burnsal@umich.edu">burnsal@umich.edu</a></td>
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<td>Frederick Stauch, Project Coordinator 734-764-5443 <a href="mailto:fstauch@umich.edu">fstauch@umich.edu</a></td>
<td>Sharon Patel, Hospital Capital database 734-763-6430 <a href="mailto:shpatel@umich.edu">shpatel@umich.edu</a></td>
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<tr>
<td>Campus Property Control <a href="mailto:propertycontrol@umich.edu">propertycontrol@umich.edu</a></td>
<td>Tom Stafford, Maximo Biomedical Maintenance database 734-936-5049 <a href="mailto:tstaff@umich.edu">tstaff@umich.edu</a></td>
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