Guidelines for Disposal, Retirement and Transfer of Hospital Assets

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 assets should have an asset tag identification label affixed in a visible spot so it can be readily located during a physical inventory. The following guidelines are used when disposing or transferring this type of equipment.

- When disposing of equipment always fill out a Declaration of Surplus Form and send to Property Disposition
- 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
- For Hospital tagged equipment, also email a copy of the form to: Hosp-Disposals-Transfers@umich.edu.

Following the above guidelines will ensure that Hospital tagged equipment items are removed and 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. 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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