

## **PROPERTY DISPOSAL or ASSET TRANSFER QUESTIONS**

### **Where is the storage warehouse located for unused property?**

Lander does not have a warehouse for storage. As a State agency, surplus property must be transferred within the university, offered to state surplus or sold at public sale.

### **How do I determine what is considered state property?**

Anything purchased for university use or anything purchased using university funds.

### **What department has the responsibility of surplus property?**

Procurement Services houses all surplus supply records.

### **Is there a formal process to property disposal?**

Yes. Step by step instructions can be found on the Procurement website.

### **What do I do if I want to give property to another department within the university?**

On the procurement website follow the instructions on the Asset Transfer Request form. Print this form prior to submitting and attach to surplus property.

### **Does the Property Disposal and Asset Transfer Request forms automatically issue a removal notice?**

No. You must email Robin Moore @ [rmoore@lander.edu](mailto:rmoore@lander.edu) or Procurement Services to have a work order request completed in order to have the property moved from your area. Procurement will do the work order for you.

### **What happens next?**

Custodial services will move the property with the proper forms attached to surplus property.

### **What if my stuff is broken beyond repair?**

Procurement staff will determine if items can be sold as surplus or declare the item trash.

### **What will you do if I just have the property moved by the custodians without the other form?**

They are told not to pick up any surplus property without the proper paperwork.

### **How do you sell this stuff?**

Procurement Services must seek State approval to hold a surplus property sale. We must advertise the sale to the public two weeks prior to holding the sale.

**How often do you have a sale?**

We do not have a set time line. When we have accumulated a good group of items; because the sell process is the same if we're selling 1 item or 15.

**Can I buy from Lander the laptop I've been using?**

No, not directly. All computer hard drives must be erased by IT. State surplus must then be notified; if they give us permission to sell the laptop it is offered for sell just as all other property.

**How do we know when items are available for use within the University?**

The surplus property manager will send a campus wide email immediately with a description of items available. If your department is interested you should reply to that email.

**Do you post pictures of surplus property on the web?**

Yes, I usually send out pictures to everyone through e-mail.