

# Surplus Property



## Purpose

The surplus procedures exist for the purpose of reutilization, storage, and disposition of Baylor owned furniture and equipment. **Policy for Disposal of Surplus University Property.**

### Identification of surplus furniture and equipment (Surplus Property Procedure)

When a department has a need for surplus items to be picked up, the following steps should be followed:

1. Access the **Facility Services Website**.
2. Follow the steps to enter a Work Request, including: name, phone number, e-mail, area (department), and nature of the request.
3. The Work Request will internally generate a Work Order prompting verification of the requested action, including: surplus, disposal, or storage.

## Surplus (Surplus Cycle)

Items identified as surplus will be taken to the L.L. Sam's warehouse and will remain available for reutilization on campus for a period of 90 days. After 90 days, the surplus items will be sold and/or made available for charitable donation.

## Disposal

Items identified as unusable will be discarded.

## Storage (Storage Cycle)

Items identified for storage will be bar code tagged and will remain available to the originator of the Work Request for a period of one year. Before the year has expired, the item(s) shall be physically identified by the department to determine if additional storage is needed. If the item(s) are not physically identified or if the department no longer

needs the item(s), they will be made available to campus through surplus reutilization for a period of 90 days after which they will be sold. If the item(s) are to be kept they will be tagged for another year under the same conditions.

# Contact

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