

Documentation – Guidelines for Disposing of Surplus Property

The following guidelines have been prepared to assist departments in disposing of surplus property such as equipment and furniture.

1. The first order of business is to determine whether the surplus property is your department's to "sell". The general guidelines are:
 - a. If the asset was purchased through a sponsored research grant, notify the Contracting Grant Specialist in the Office of Research and Sponsored Programs to obtain permission to sell or dispose of the item. Permission must be obtained **PRIOR** to disposal. When the Office of Research and Sponsored Programs has obtained the proper authorization, you will be notified and then can proceed as outlined below.
 - b. If the item is furniture and came with the building or from University surplus property, it should be returned to University surplus for other departments to use at no cost (other than transportation/moving charges). Contact Facilities Planning & Renovations (Yasmin Bugaighis x 84733) for further instructions
or
if you have any questions.
 - c. If the item (furniture or equipment) was purchased with departmental funds, you may try to sell it on campus (see steps outlined below).
2. If the item was purchased with departmental funds and you want to dispose of it, determine whether your surplus property can be used by another department at the University. In times of tight budgets, surplus property in one department may meet the immediate needs of another. To determine whether another department may be interested in your surplus property, you can click on Surplus and Warehousing on the Purchasing Web Page.

Your listing should clearly describe the nature and condition of your department's surplus property, along with an asking price or an indication that it is free to a good home. Unless you indicate otherwise, the department purchasing your surplus property is responsible for moving your surplus property and paying any costs related thereto.

If you are successful in selling your surplus property to another University department, you should obtain an index number to charge and complete a "Budget/Expense Reallocation Form" available on the Controller's Office website at: http://www.lehigh.edu/~inctr/forms_general.htm

3. If you are unsuccessful in finding another University department interested in

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acquiring your surplus property, please consult the Surplus Property Section of the Purchasing website for other options.

Please note: If the equipment or furniture has an asset tag, please complete a “Equipment Disposal Form” (see the Asset Accounting section of the Controller’s Office Website) when the asset has been sold or disposed. The form should be signed by the Dean or the department’s AVP if the acquisition cost is \$10,000 or greater. In addition, if the equipment purchase was funded by sponsored research funds, the Office of Research and Sponsored Programs must sign the form. Forward the completed form to Asset Accounting so that departmental inventory records can be adjusted.