

## Documentation – Guidelines for Disposing of Surplus Property

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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(x 82419) for further instructions or if you have any questions.
2. If the item was purchased with departmental funds and you want to dispose of it, contact the Surplus Property Manager at x83109 or [intheattic@lehigh.edu](mailto:intheattic@lehigh.edu) to determine if the equipment 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.

The Surplus Property Manager will also be able to determine a current market value for the item(s) that you would like to dispose of and post them to the website GovDeals.com to try to obtain a buyer.

**Please note:** If the equipment or furniture has an LU asset tag attached to it, please complete an [Equipment Disposal Form](#) (or see the Capital 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 Capital Asset Accounting so that departmental inventory records can be adjusted.