

Transfer of Items to Surplus Property

- **Tagged Items** (University of Alaska Barcode)
 - Use the Transfer Report and be sure it is legible and signed by a Dean/Director or Department Head.
 - Equipment titled to the Federal Government or other agencies must be submitted with documentation authorizing the disposal of the equipment.
- **Non-tagged Items**
 - Use the Surplus Property Form and be sure it is completely filled out, legible and signed by a Dean/Director or Department Head.
- **Acceptance of Surplus**
 - Fax the forms to the Property Office prior to delivering the items or requesting pick-up to x6140.
 - We will verify that the form is complete, that the tagged equipment items are recorded on your inventory correctly, and are titled to the University.
 - Surplus items will not be accepted at our facility unless this documentation and review process has been completed.

Acquisition of Surplus Items for Departmental Use

The process for acquiring surplus items from the Property Office is as follows.

1. Department Property Custodians must provide a memorandum, approved by the Dean/Director or Department Head, listing employees authorized to acquire surplus items for the department. Names can be added to the list at any time, with proper approval. Employees not on the list cannot pick up surplus items.
2. Employees not known to our staff, will be asked to provide identification prior to removing items from surplus.
3. Individuals picking up the items will be required to complete a Property Transfer Form for tagged items and the Surplus Acquisition Log for non-tagged items.
4. A copy of the signed Property Transfer Form will be sent to the Property Custodian and the tagged items will be transferred to the department's inventory account.

If you have any questions please call us at x6139 or x6137