Any equipment or supplies no longer having any use to University Organizations (Departments) are considered surplus property. Surplus property can be disposed of using three methods. The first and preferred method is to contact Facilities Services and schedule pick up of the surplus property. The second method is used when purchasing new equipment. The old equipment can be traded-in to the vendor of the new equipment. The third method would be the donation of usable equipment and supplies to a non-profit agency.

Surplus property sent to Facilities Services

Contact Facilities Services at 351-2446 and schedule pick-up of the surplus property. If equipment with a University property tag is sent to facilities the department/organization will complete a surplus property form and submit it to property control, so that property records can be updated. Facilities Services will determine the best method to dispose of the surplus property. Any proceeds generated from the disposal of surplus property will be retained by Facilities Services to offset the cost of surplus property disposal. If the property is usable it will be made available to other departments/organizations on campus. Surplus property can be viewed at the Parsons Hall Service Center on Wednesdays from 10:00 am to 11:30 am.

Equipment trade-in

Equipment traded-in on the purchase of new equipment is reported to property control on an equipment trade-in form. The completed form is submitted to property control, so that property control records can be updated. Pick-up of the old equipment is determined by agreement between the vendor and the department/organization.

Donation of Surplus Property

Surplus property can be donated only to non-profit agencies. A completed surplus equipment form or Donated supplies/equipment form is submitted to property control. Special care should be taken when donating athletic equipment or supplies. Check with Athletics before making any athletic equipment or supplies donations to ensure compliance with NCAA rules and regulations. Donation to a non-profit agency will require a signature from the non-profit agency representative accepting the donation. Signatures are collected on the surplus/donation forms submitted to property control.

Surplus Computer Equipment

All surplus computer equipment must comply with the procedure for handling used computer equipment on the Information Services website. http://www.unco.edu/it/Policies/SurplusProcedure.pdf