Equipment or furniture that can no longer be utilized in a department shall be classified as "surplus property." The transfer, disposal, trade-in, or sale of surplus property shall be transacted through each campus’ Facilities Maintenance Department.

Surplus property shall be utilized wherever possible to avoid new purchases. Such property will be stored and then will be sold, scrapped, or traded if not utilized.

No donations of surplus property to individuals or charitable institutions are to be made.

Transfer:

“Equipment/Furniture Transfer Request” forms should be completed when equipment or furniture is moved from campus to campus or from room to room. The completed form must be approved by the associate dean or department manager. The request should be forwarded to the Facilities Maintenance Department of the campus at which the property resides and the initiator should retain a copy.

The Facilities Maintenance Department, when necessary, will contact the initiator of the request to make arrangements for the transfer. The campus Facilities Maintenance Department at which the property was originally located must retain a copy of the approved transfer form and must also forward the approved form to the Capital Assets Coordinator at the downtown Milwaukee campus. The Capital Assets Coordinator will make the necessary adjustments to the capital asset record within the Sage capital asset database after the approved form has been received.

Disposal or Sale:

Employees should initiate the disposal or sale of equipment or furniture with their dean, campus team leader, or supervisor. If determined that disposal or sale is appropriate, “Request for Disposal of Equipment/Furniture” forms must be completed and must also be approved by the dean or department director. The request must be forwarded to the campus Facilities Maintenance Department for review, and the initiator should retain a copy. The Facilities Maintenance Department, when necessary, will contact the initiator of the request to make arrangements for the disposal or sale. Questions about the sale of equipment should be directed to the MATC Sustainability Manager. The campus Facilities Maintenance Department must retain a copy of the approved form and must also forward the approved form to the Sustainability Manager in the Facilities Administration Office at the Milwaukee campus who will forward the form to the Capital Assets Coordinator at the downtown Milwaukee campus. The Capital Assets Coordinator will make the necessary adjustments to the capital asset record within the Sage capital asset database after the approved form has been received.

Trade-in:

Employees should initiate the trade-in of equipment or furniture with their dean, campus team leader, or supervisor. If determined that the trade-in is appropriate, “Request for Disposal of Equipment/Furniture” forms must be completed and must also be approved by the dean or department director. The request should be forwarded to the campus Facilities Maintenance Department for review, and the initiator should retain a copy. The Facilities Maintenance Department will review “Request for Disposal of Equipment/Furniture” forms that indicate purchase/trade-in transactions and offer surplus if available. Specific arrangements for the purchase/trade-in transaction must be made by contacting the Purchasing Department. The Facilities Maintenance Department must forward the approved form to the Capital Assets Coordinator. The Capital Assets Coordinator will make the necessary adjustments to the capital asset record within the Sage capital asset database after the approved form has been received.

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Office of Responsibility: Facilities Maintenance