

CATEGORY: SUPPORT SERVICES  
SECTION: Institutional Support Services  
SUBJECT: Surplus Equipment Recycling and Disposal  
EFFECTIVE DATE: January 3, 1994

I. PURPOSE

To outline the process for recycling or disposing of surplus equipment at the University.

II. SCOPE

This procedure applies to University-owned equipment and furniture on all campuses. The transfer and disposal of sponsor-funded research equipment must be approved by the sponsoring agency and coordinated through the Office of Research Accounting.

III. ADMINISTRATIVE RESPONSIBILITIES

Central Business Services, through its Surplus Property Department, is responsible for coordinating the Surplus Equipment Recycling Program, including the transfer and sale of the equipment, and for the disposal of any unused departmental equipment which cannot be recycled.

Department of Transportation, through its Office of Vehicle Rental and Repair, is responsible for the transfer of vehicle title in addition to estimating current market value of the vehicle.

Computing and Information Services, through its Systems and Networks division, is responsible for performing a diagnostic review of computer equipment and any necessary reconditioning and assisting the Surplus Property Department in establishing the current market value.

The Asset Management Department is responsible for identifying the net book value, funding source(s), and ownership rights associated with any equipment in the Asset Management System.

The Asset Liaison Coordinator in the releasing department is responsible for processing asset transfer forms for all tagged equipment prior to its transfer to the Surplus Property Department and for obtaining the necessary approvals from the Departments of Environmental Health and Safety and Radiation Safety for the disposal of equipment that contains or was used with or near hazardous substances.

IV. PROCEDURE

A. Transferring Surplus Equipment to the Surplus Property Department for Recycling or Disposal.

Equipment  
Releasing  
Department Asset  
Liaison  
Coordinator

1. Contact the Office of Research

Accounting to determine if the equipment was originally acquired with funds from a sponsored research award or grant.

a. If title does not belong to the University, the equipment must be returned to the granting agency or otherwise used according to the terms stipulated in the contract.

2. For equipment that contains or was used with or near hazardous substances, contact the Departments of Environmental Health and Safety and Radiation Safety for approval and guidelines for disposal. The issuing department is responsible for all costs associated with removal of wastes or contaminants.

3. a. For each piece of equipment tagged and recorded in the Asset Management System, complete the top portion of FORM 0092, Asset Transfer, as instructed in Procedure 05-10-01, Capitalization of Fixed and Movable Assets.

(1) Retain the yellow copy of the Asset Transfer form and forward the remaining copies intact to the Asset Management Department.

b. For equipment not tagged and recorded in the Asset Management System, forward a memo to the Department of Surplus Property requesting pickup of the equipment. Include a description of the equipment and its condition.

Asset Management

4. Identify the net book value, funding sources, and ownership rights for the equipment. Retain original copy of the Asset Transfer form and forward the yellow and pink copies to Surplus Property.

Surplus Property  
Department

5. Upon receipt of either the gold and pink copies of a completed Asset Transfer form from Asset Management or a departmental memo as described above, issue a pickup order for the equipment.

6. Upon delivery of surplus computing equipment, schedule a Systems and Networks Hardware Maintenance Group technician to perform a diagnostic review of the equipment.

Systems and  
Networks Hardware  
Maintenance Group

7. Perform a diagnostic review of the computer equipment, including:
  - Memory
  - Floppy Drive
  - Hard Drive
  - Peripherals
8. Provide the Surplus Property Department with a copy of the test results.
  - a. If the system diagnostics are successful:
    - Assist Surplus Property in estimating market value.
    - Provide the reconditioning costs
    - Identify software that can legally remain on the computer equipment. Only software with original documentation (manuals) and diskettes is retained on the hard disk, all other software and data is removed.

Systems and  
Networks Hardware  
Maintenance Group

9. Upon notification from the Surplus Property Department, recondition the equipment.

Surplus Property  
Department

10. Upon notification from the Systems and Networks Hardware Maintenance Group that the system diagnostics were not successful, notify the releasing department and dispose of the equipment.
  - a. Sign and forward the Surplus Property Retirement Report to the Asset Management Department.
11. Reimburse Computing and Information Services for all diagnostic and reconditioning expenses.
12. Prepare and distribute monthly to each responsibility center, a report of all surplus equipment available for purchase.

B. Transferring Surplus Vehicles to the Surplus Property Department for Resale.

Department of  
Transportation

1. Forward the title of the vehicle being disposed of to the Surplus Property Department and forward together with a written estimate of current market

value and all warranty and service records.

- a. Upon completion of sale by Surplus Property Department, complete transfer of title to buyer according to Pennsylvania Motor Vehicle Codes.

Surplus Property  
Department

2. Upon receipt of vehicle title and written estimate of the current market value, issue a pickup order for the vehicle.

- a. Handle sales of motor vehicles as outlined in Section C below.

C. Purchase of Surplus Equipment from the Surplus Property  
Department.

Department  
Requisitioner

1. Complete FORM 0139, Purchase Requisition. Include Asset Tag Number, if applicable.
2. Forward the completed Purchase Requisition to the Surplus Property Department.

Surplus Property  
Department

3. Arrange for delivery or pickup of the equipment.
4. For purchase by a University department:
  - a. Charge the appropriate departmental account by completing and processing FORM 0022, Interdepartmental Charge. See Procedure 05-06-01, Interdepartmental Charges.

Note: When charging Grant/Contract Accounts (5-3XXXX) forward the original Purchase Requisition together with the Original Interdepartmental Charge form to the Office of Research Accounting.

- b. For sales over \$100, credit 25 percent of the sales proceeds to the releasing department, and credit 75 percent to Surplus Property for all applicable moving, storage, reconditioning, and sales expenses.

For sales over \$2000, credit a minimum of 80 percent.

- c. For tagged equipment, forward the yellow copy of the Purchase Requisition together with the pink

Asset Transfer form, indicating the new location of the equipment to the Asset Management Department.

5. Retain the original Purchase Requisition on file, or a photocopy in the case of 4b. above.
6. For purchase by students, faculty, or staff:
  - a. Complete a pre-numbered Sales Receipt indicating the item(s) being purchased and the cost.
  - b. Upon receipt of payment by cash, or check or money order made payable to the University of Pittsburgh, prepare FORM 0012, Cash Report, crediting the releasing departmental account 25 percent of the sales proceeds and Surplus Property 75 percent. Attach a copy of the Sales Receipt to the Cash Report form for documentation. See Procedure 05-06-02, Cash Reports.
  - c. If the equipment sold is tagged and recorded in the Asset Management System, attach a copy of the Cash Report to the Surplus Property Retirement Report and forward to the Asset Management Department.

V. REFERENCES

- [Policy AO 33, Surplus Equipment Recycling and Disposal](#) (Formerly 10-06-04).
- [Procedure FN 10, Interdepartmental Charges](#) (Formerly 05-06-01).
- [Procedure FN 03, Cash Reports](#) (Formerly 05-06-02).
- [Procedure FN 02, Capitalization of Fixed and Movable Assets](#) (Formerly 05-10-01).