

## Instructions for Surplusing Equipment

Departments who wish to have property removed to the Surplus Warehouse must submit a completed Surplus Moving Request to Surplus Property. Information from this form is used to provide instructions to Trucking and to assist Plant Assets in removing capital equipment items from your inventory.

You may obtain a "Surplus Property Moving Request" form from the UK Forms Page at <http://www.uky.edu/eForms/>. This form is available in Word 97 or PDF format. If you use the PDF format, print the completed form and fax it to (859) 257-2494 or mail it to Surplus Property, 104 Reynolds #3, 0103.

To complete the Surplus Moving Request, follow the instructions below:

1. Check your Capital Equipment Inventory listing to determine if the item you wish to surplus is listed. If you need a current list of your inventory, please contact Plant Assets Inventory at 7-8638. Every item must be reviewed to ensure that equipment is removed from your Capital Equipment Inventory.
2. If the item is listed on your equipment inventory, but is missing its property tag, please re-tag the item and report both the old and the new property number to Plant Assets before submitting the Surplus Moving Request.
3. For each item, list the property number, a brief description, the account and department number to which the equipment is active, and its current location. Place labels on all of the items to be picked up which do not have property tags. Include Department and Account numbers on the label.
4. If the equipment is too large for one man to handle or will need special equipment to be moved, please include this information on the Surplus Moving Request. Please note any items which are no longer functional.
5. Before the items can be removed from your department, the department of Radiation Safety must clear any item which has radioactive elements and the department of Hazardous Waste must clear any items which may contain hazardous materials. For more information please see their web page at <http://www.uky.edu/Services/EHS/hmm/welcome.html>
6. If your department is a Medical Center department, do not send the form directly to Surplus Property.
  - A. If your department is located in the Medical Center Complex, please contact the Medical Center Physical Plant (H164) for assistance.
  - B. If your department number falls within the 71000 to 79999 group please contact Hospital Accounting (Suite B, 191 Lowry Lane, Lexington, Ky. 40503) for assistance.
7. Surplus Property will review your request. If the request is approved, a copy of the Surplus Moving Request will be returned to you with an approval signature and a Move number. At the same time a copy will be forwarded to Trucking for pick up. Any item not approved will be crossed out on the form.
8. If the items declared surplus are not listed on your Capital Equipment inventory, follow the instructions above but enter "N/A" in the Property Number column.

# UNIVERSITY OF KENTUCKY SURPLUS PROPERTY DEPARTMENT

## SURPLUS PROPERTY MOVING REQUEST

(Please Type)

Date: \_\_\_\_\_

Move Order # \_\_\_\_\_

Department Name \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

Speed Sort \_\_\_\_\_

The property listed below is declared surplus to the needs of this department and is hereby requested to be transferred to Surplus Property.

I certify that the property contains no hazardous waste or materials. (Contact Environmental Health and Safety for disposal of items containing hazardous waste 859-257-3241 or refer to their WEB site

<http://www.uky.edu/Services/EHS/>)

Name \_\_\_\_\_  
(Typed)

Signature \_\_\_\_\_  
(Person authorizing transfer)

Person to contact for moving instructions Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Tag No.	Condition (Works Yes/No)	Description of Property	Account Number	Dept. Number	Location (Bldg.& Room Number)

TOTAL NUMBER OF PIECES \_\_\_\_\_

NOTE: Miscellaneous items not identifiable by a Property Tag Number must be boxed or packaged and clearly labeled with your Department Name. Larger items that do not contain a Property Tag Number must also be labeled with your Department Name.

(Note: attach extra list if necessary)

Please see instructions for mailing.

