A revision to Purchasing Policy 6.2 – Disposition of Surplus Property is available for a 5-day review and comment period at http://policy.fso.arizona.edu/fsm/review. The policy is being revised to announce that, effective 9/29/17, Surplus Property will no longer be picking up any paper documents or anything containing paper. Please send any comments or questions you may have to Jeff Wilson, 520-621-1754, jrwilson@email.arizona.edu.

**Policy Title: Disposition of Excess Property**

**Policy Number: 6.2**

**Effective: February 1996**

**Latest Revision: September 2017**

The Surplus Property Office is responsible for the disposal of all surplus or excess property.

The process begins with entering a disposal request in the Surplus Property system via the Surplus Property Management System. A user name and password are required to enter the system. Once approved, Department Heads and Business Managers are able to enter new users and assign passwords, as well as security levels.

Once the disposal request is entered, and authorized, the request is electronically routed to the Surplus Property Office for processing.

Surplus Property will not pick-up, or sell, anything that contains printed material such as (but not limited to): binders, desks, filing cabinets, etc. This restriction also includes items that may contain recorded material such as (but not limited to): disks, flash drives, microfilm, tape recordings, etc. The Department is responsible for removing all such material from any items that are to be picked-up by Surplus Property. This restriction does not pertain to commercially published items such as books, magazines, dvd’s, etc.

All equipment sold to individuals will be by competitive bidding or through the Surplus Property Storefront. Storefront sales will be for those pieces of equipment for which the market price has been determined, normally because of numerous like items being received. Procurement and Contracting Services employees may not purchase items for a period of 7 days after said items have been placed for sale through the Storefront.

For further information, review the FSO Property Management Manual - Policy 3.00 Disposal, or call the Surplus Property Office at 621-1754.

The disposal of any federally acquired excess property must be coordinated with Sponsored Projects. The disposal of surplus federal property must still be cleared through the Surplus Property Office.

For additional information, contact the Surplus Property Office at 621-1754.