

SURPLUS PROPERTY PROCEDURES

Lander University

Procurement Services: 204 W. Henrietta Ave. Greenwood, SC

*****Surplus is not storage***** Lander University does not have a warehouse for surplus property storage. After removal, property may be claimed by another LU department, claimed by State Surplus, sold at auction, or sent to the trash.

- Anything purchased for university use or purchased using university funds is considered State Property.
- State Surplus screens Lander University surplus property regularly.
- All determinations of “junk” or “trash” property that is broken beyond repair must come from State Surplus screening procedures.
- Lander University does not sell surplus property to faculty, staff, or the public.
- Check with others in your department before requesting removal of items that are still in good or operational condition.

To dispose of surplus property:

1. From the “About” menu on the Lander University website, click “Procurement.”
2. In the menu, select “Property Disposal Request” under “Quick Links.”
3. Complete the Surplus Property Removal Request form and email a copy to Austin Gregory (agregory@lander.edu).
4. Attach a copy of the form to the property being sent to surplus.
5. Procurement Services will submit a work order to have the property removed.

To claim surplus property for departmental use:

Contact Austin Gregory (agregory@lander.edu or x8217) to schedule a time to view surplus inventory. The surplus cage is located on the ground floor of the Facilities Operations Building.