

PROPERTY DISPOSAL & ASSET TRANSFER QUESTIONS

1. **How do I determine what is considered state property?**
 - Anything purchased for Lander University or purchased using university funds is considered state property. If you are unsure, assume that it is state property
2. **What department has the responsibility of surplus property?**
 - Procurement Services houses all surplus supply records, however, items only become surplus property once the using department completes a Property Disposal Request form.
 - The Property Disposal Request form and step by step instructions may be found on the Procurement Services website. This form must be printed and attached to the property. We recommend retaining a copy for your records.
3. **What do I do if I want to give property to another department within the university?**
 - This requires the completion of an Asset Transfer Request form which may be found on the Procurement Services website. This form must be printed and attached to the property. We recommend retaining a copy for your records.
4. **Do the Property Disposal & Asset Transfer Request forms automatically issue a removal notice?**
 - No. You must contact the Physical Plant to submit a work order request in order to have the property moved from your area. Custodial Services will not move property without a workorder, and the proper forms attached
5. **What if my items are broken beyond repair?**
 - Indicate any broken or beyond repair items on the Property Disposal Request. Once the items are received, Procurement Services will determine if the items can be sold as surplus or declared trash.
6. **How do you sell this stuff?**
 - Items wanted by state surplus may be sold through Columbia via Govdeals.com
 - Items unwanted by state surplus may be sold at a Lander public sale per the discretion of Procurement Services. Such a sale must be advertised to the public two weeks prior to holding the sale.
7. **How often do you have a sale?**
 - When we have accumulated enough items that we feel the revenue would justify having a sale
8. **Can I buy from Lander the laptop I've been using?**
 - No. Due to security concerns, all surplus technology items must be recycled via state recycling vendors
9. **How do we know when items are available for use within the University?**
 - Procurement Services is developing a webpage featuring surplus property items. In the meantime, if your department is interested in surplus items, you should contact agregory@lander.edu
10. **Where is the storage warehouse located for unused property?**
 - Lander does not have a warehouse for storage. As a state agency, surplus property must be transferred within the university or offered to state surplus