

EQUIPMENT DISPOSAL GUIDELINES (not limited to capitalized equipment)

PURPOSE: To ensure the proper disposal of surplus and scrap property that safeguards state assets, creates efficiency in surplusing or scrapping, maximizes the value received for property that is surplus to institutional needs and is attentive to environmental impacts.

POLICY: Portland State University (PSU) is required to follow Oregon Administrative Rule (OAR) 580-040-0300 when disposing of surplus property. PSU surplus property means all personal property, including lost, mislaid, or abandoned property, vehicles and titled equipment that is worn-out, obsolete, or excess to the institution's needs or otherwise unsuitable for intended use.

- All broken, worn-out and irreparable equipment must be disposed of through PSU FAP-Surplus. No individual or department may dispose of equipment without consulting Property Control at 503-725-3109.
- All property which is deleted from inventory from surplus sale, scrapping, theft, transfer, or trade-in, must be documented by a [Fixed Asset Transfer](#) Form, which is available on the Business Affairs website:
http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_fixed_asset_transfer.pdf

Federally Owned Property or equipment supplied by the Federal Government may require release by the federal agency that provided the funds or the equipment. Please contact Research Accounting (503-725-3667) or Property Control before disposal.

Computers and Other Electronic Storage Devices and Media: Prior to disposal, PSU will, as applicable, completely erase or otherwise render unreadable all information, data, and software residing on the device unless the information, data, or software is to be conveyed and may be conveyed lawfully.

- FAP-Surplus will work with OIT to ensure that data is removed from electronics prior to disposal.
- OIT & FAP-Surplus may charge a \$10 fee for this service.
- Contact OIT Help Desk at 503-725-4357 or e-mail help@pdx.edu if you have any questions regarding this process.

PROCEDURE: The following steps should be taken when disposing of PSU property:

<u>Responsible Party</u>	<u>Action</u>
Department	<ol style="list-style-type: none"> 1. Submit a work order at http://www.fap.pdx.edu/surplus/index.php 2. Complete a Fixed Asset Transfer Form. 3. Get all necessary signatures. <ol style="list-style-type: none"> a. Original should be given to Surplus Property when the equipment is picked up. 4. Be sure to keep a copy of your department records. Department will house equipment until Surplus Property contacts you.
Surplus Property	<ol style="list-style-type: none"> 1. Surplus will pick-up equipment and issue a pick-up confirmation receipt.
Property Control	<ol style="list-style-type: none"> 1. Asset record will be updated in inventory database.

**WHEN IN DOUBT – PLEASE CALL
PROPERTY CONTROL at 5-3109**