**Guidelines for Surplus of Property Inventory**

*The following guidelines are intended to provide assistance for surplus of property inventory items. The Procurement Services Division has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.*

If you have surplus property inventory items that need to be picked up, email your request to property.inventory@ttu.edu. In the email, include the following information:

***If the surplus item has an inventory tag with a TTU property number, it is your responsibility to complete the Deletion of Property form that can be found at***[*www.depts.ttu.edu/procurement/inventory/*](http://www.depts.ttu.edu/procurement/inventory/)***If this form is not completed, the surplus inventory will still show up on your department’s property inventory list, and you will be responsible for it.***

* List all items that need to be placed in surplus
* The location of each item (building, room number, etc.)
* A contact person and that person’s phone number

When the email is received, your department will be placed on the schedule, and you will be notified via email of the scheduled pick up date.

*Please note, Property Management personnel use your original list of items to estimate the amount of time that will be needed for each pick up, so only those items in your email will be scheduled for pick up. This will help our personnel stay on schedule and get to the next appointment, in order to take care of other customers. If you need to schedule other items for pick up, please email us to set up another pick up date.*

Special Handling Procedures:

* Property Management cannot move glass or mirrors. (For removal of these items, contact Physical Plant.)
* If the item has any hazardous substance or material in it, please notify Environmental Health and Safety prior to emailing Property Management.
* Refrigerators and freezers must be checked by EH&S for Freon leaks prior to surplus of the equipment. Once EH&S has checked the equipment and no leaks are found, then the department may schedule a pickup with Property Management.

If you have questions about these guidelines, please contact Property Management at 742-3846 or email us at property.inventory@ttu.edu.