

# University of Oregon

## Process for UO surplus property

### PROCESS ONE

#### Listing property

- Departments are required to post all working surplus property, e-waste and furniture, in good condition on the UO Department Surplus Listing web site at <http://surplus.uoregon.edu> for three weeks. Departments need to securely store the property for that period of time.
- Departments that want to acquire the posted property will contact the disposing department directly.
  - The department offering the property is responsible for determining a price (there is no requirement for one UO department to charge another).
  - If UO departments agree to exchange property, they must also follow PROCESS TWO below.

### PROCESS TWO

#### Disposing of property

- Departments must complete an online Property Disposition Request form [UO Property Disposition Request Form \(PDR\)](#) and return it to the UO Surplus Property Coordinator, Business Affairs Office, Oregon Hall for:
  - E-waste (anything that plugs in or uses batteries)
  - Any property that is on Banner inventory records (\$5,000 and over, or high risk)
  - If you need assistance determining if an item is an inventoried asset (either capitalized as over \$5000 or high risk) contact the UO Property Control Coordinator at 6-3163.
  - CPUs that are moving from one department to another must be cleansed prior to transfer. UO Surplus Property can provide assistance.
  - Property that will be sold or donated
- For disposition or removal of furniture not on the capital inventory, a PDR is not needed. Departments need to contact Facility Services directly at 6-2319 to initiate a work order request.

The UO Surplus Property Coordinator is authorized to sell UO property through Ebay, State Surplus, Sealed Bids, and to donate UO property to non-profit groups that qualify. To discuss options contact the UO Surplus Property Coordinator at 6-3190.

### OTHER OPTIONS

R.O.S.E. (Reusable Office Supply Exchange) **Reusable items only, no e-waste**

ROSE is a self-supporting service; you must make your own arrangements to deliver and pick-up items.

Questions about delivering to or obtaining items from ROSE should be directed to 6-0961.

### PROCESS THREE

#### Pick up process

- UO Surplus Property Coordinator will forward the PDR to Facilities Services.
- Facilities Services will contact the department to schedule a pick up date and time. Please allow three weeks to receive a phone call from facilities services to schedule a pick up date and time.
- Items must be labeled SURPLUS
- Items must be labeled WORKING or NOT WORKING
- Someone must be available to sign that they are releasing custody of the property when the property at the time of pick up.

## **Oregon law governing disposal process at the UO:**

The University of Oregon (UO) is required to follow Oregon Administrative Rule (OAR) 580-040-0300 when disposing of surplus property. UO Surplus property is defined as all university 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. UO departments are not authorized to sell or give away UO surplus property. Property purchased with funds that flow through the university (with the exception of agency funds) that is donated to the university is considered UO property.