



SAN DIEGO STATE
UNIVERSITY

Business Services
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MEMORANDUM

DATE: June 16, 2014

TO: Deans, Directors and Associate Deans

FROM : Leslie Rutledge, Director
Business Services

SUBJECT: Disposition of Property

If your department has excess property which includes equipment, computers, iPads, printers, desks, chairs, office supplies and other items, Material Management can assist you by picking them up and relocating them for you to other areas of campus or dispose of them.

Please note that, per state guidelines, departments are not authorized to dispose of any university property and must declare them as surplus through this program for proper relocation or disposal.

The state guidelines can be found on the Business Services website at <http://bfa.sdsu.edu/~busserv/MaterialManagement.html>.

To relocate equipment and supplies, please complete and submit a "Moving Services Request Form" to the office of Material Management. The form must include State identification number(s) when applicable, current location(s) and brief description of the item(s). Material Management will schedule a pick up and relocate the equipment.

In order to remove or delete equipment items from property inventory records, a process known as a "Survey" must be completed. Detailed information is available on the Business Services website referenced above.

Please share this information with your faculty.

If you have any questions, please contact me at lrutledge@mail.sdsu.edu.