

## **Surplus Policy**

Updated 8.13.24

### **Surplus Equipment:**

If you have a piece of equipment (this includes refrigerators and freezers) that has a WSU Inventory tag on it, you must follow the inventory surplus policy below in order to dispose of it. If there is no WSU Inventory tag on the equipment, check with Megan or look at your last inventory sheet you were sent and see if the inventory item is on that sheet. If you are still unsure, please check with Megan.

- 1) Email Megan the equipment you would like to surplus or dispose of. Please include all the information you have on the equipment, including the WSU inventory tag number, if applicable.
- 2) Megan will work with Pullman to see if they would like the piece of equipment to go into the Surplus Sale or be disposed of.
- 3) Once the Surplus Team in Pullman let's Megan know how to dispose of it (surplus or disposal) she will let you know. If it is a piece of equipment that will go into the surplus sale, please be available for prospective buyers to come look at the equipment.
- 4) Megan will create an Supplier Disposal Request.
- 5) After the equipment is sold or disposed of, Megan will enter that into Workday. This is the step that will take that piece of equipment off your inventory list.
- 6) If the equipment needs to go back to Pullman, Megan will work with Surplus and Jerry to get that equipment to Pullman.

### **Surplus Vehicles:**

If you have a vehicle that no longer runs, or you don't want anymore, please follow the inventory surplus policy below for vehicles.

- 1) Email Megan the vehicle that you would like to surplus. Include all the information you have on the vehicle, including the WSU Inventory tag number. If it is a Federally Owned vehicle, Megan will contact Dan Gorton.
- 2) Megan will email you the vehicle surplus form that will need to be filled out. Along with the form, there are several photos you will need to take of the vehicle (the photos are listed on the form)
- 3) Return the form to Megan.
- 4) Megan will work with Pullman to see if they would like to put it in the Surplus Sale or be disposed of.
- 5) Once the Surplus team in Pullman let's Megan know how they would like the vehicle disposed (either Surplus sale or just disposed) she will let you know. If it is going into the surplus sale please be available for prospective buyers to come look at the vehicle.
- 6) Megan will create an Supplier Disposal Request
- 7) After the vehicle is sold or disposed of, Megan will enter that into Workday. This is the step that will take that vehicle off your inventory list.
- 8) If the vehicle needs to go back to Pullman, Megan will work with Surplus and Jerry to get that vehicle to Pullman.

Surplus Laptops or iPad equipment:

If you have a laptop or Ipad that you would like to surplus, please follow the inventory surplus policy below for laptops or I pads:

- 1) Email Megan and let her know the item you would like to surplus, including the WSU Inventory tag number
- 2) Megan will create and SDR
- 3) Megan will send the computer equipment back to Pullman
- 4) Megan will enter this into Workday. This is the step that will take your computer off your inventory list.

If you have any questions regarding Surplus, please contact Megan.