

## Business and Finance

Policy Title: Redistribution of Surplus Equipment and Other Items

Created: December 2010

Updated:

**Purpose:** To ensure accountability and fairness in managing University assets when redistributing surplus equipment or furniture.

### Redistribution of Equipment and other Items Surplus Process

If or when you have surplus office supplies, equipment, or furniture and would like to redistribute the items on campus, please follow the university's redistribution process by filling out the [Redistribution Tracking Form](#).

### To Inquire About or Secure an Online Redistribution Item:

Email or telephone the contact person listed on the online Redistribution listing. Be sure to include the Item ID Number.

All items will be distributed on a first-come, first-served basis. The Redistribution of Surplus online list is located at: [www.drake.edu/busfin/information/](http://www.drake.edu/busfin/information/)

Campus departments may dispose of surplus equipment or furniture through the [Equipment Auction Process](#) once an online [Redistribution Process](#) has been completed. The direct links for each process are below and found on the Business and Finance webpage at [www.drake.edu/busfin](http://www.drake.edu/busfin) Information left navigation tab.

### **Redistribution Process:**

[http://www.drake.edu/busfin/information/green\\_redistribution/green\\_redistribution\\_coverpage.php](http://www.drake.edu/busfin/information/green_redistribution/green_redistribution_coverpage.php)

### **Auction Process:**

[http://www.drake.edu/busfin/information/green\\_redistribution/SURPLUS\\_AUCTIONS/info\\_surplusequip\\_auction\\_list.php](http://www.drake.edu/busfin/information/green_redistribution/SURPLUS_AUCTIONS/info_surplusequip_auction_list.php)

Send policy comments to: Web Administrator

Responsibility for Administration: Vice President for Business and Finance

Policy Resides in: Business and Finance