

The Ledger

A Newsletter of the University Controller's Organization

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The following information was sent in the form of an email to Deans, Directors and Department Heads.

Revised Surplus Report Form

As you are all aware, there has been a significant emphasis on our equipment records over the last year. We greatly appreciate all of your assistance during the equipment inventory process, which was the first phase in improving the accuracy of our equipment records. The next phase will be revising our equipment policies and procedures and implementing the new Banner equipment tracking system. The first step in this next phase is to revise the surplus property process and update the Surplus Property Report Form. The two major changes to the surplus property process are as follows:

- 1) The barcode number or "old tag" number is REQUIRED for all EQUIPMENT items sent to Surplus Property. This is the only way we can ensure the item will be removed from your departmental inventory.
- 2) A new procedure has been added requiring a departmental signature verifying that Surplus Property actually picked up the item.

However, the basic university policy on surplus property has not changed. Departments are still ultimately responsible for all items, especially equipment, until Surplus Property picks up the asset. Departments are not allowed to throw equipment in the trash, even if it is broken, cannibalized, etc. All equipment and other items that departments want to dispose of should be routed through the Surplus Property process.

Due to the change in procedures, the new form should be used effective immediately. A copy of the new form and instructions can be found on the Purchasing web-site at <http://www.purch.vt.edu/html.docs/surplus/generalinfo.html>

We are currently in the process of designing a web page for Surplus Property. In the near future departments will have the ability to complete surplus property forms on-line. This new method will enable us to maintain an audit trail for the entire surplus process from the time a Surplus Property Report form is initiated until the item is sold or transferred to another department. This web page will greatly enhance our reporting capability as well as departmental accountability.

We hope to continue to make significant improvements in our equipment records and we ask for your patience and cooperation. If you have any questions or suggestions please contact Ken Miller at 1-8580 or by email at millerk@vt.edu. You may also contact Becky Saylor at 1-6049 or by email at saylorb@vt.edu or call Jim Dunlap at 1-8543 or email at jdunlap@vt.edu.

Below is additional information for those of you who will actually be using this new Surplus Property Report Form.

The revised Surplus Property Report Form has a new look and feel for both the departments and Surplus Property. Below is a summary of the changes:

1. The new form has four sections for completion. The department will still complete the top section of the form to request items to be picked up by the Surplus Property staff. **The Virginia Tech Bar Code number (or the old decal number) must be recorded in this section of the Surplus Property Report Form for all equipment items. This is required for all equipment items to ensure that these items are removed from your departmental equipment inventory listing.**
2. The major change in the Surplus Property procedures is included in the second section of the form. Once the Surplus Property employees physically pick up the item(s), departments are now required to sign the form verifying that Surplus Property actually removed the items from their department. Only items physically picked up by Surplus Property will be removed from your equipment inventory and transferred to the Surplus Property inventory. All items not located by surplus property must be reported, by the department, as stolen to Risk Management and the campus Police Department.
3. Surplus Property employees will complete the last two sections of this form.
4. A separate Surplus Property Report Form must be completed for each equipment item or lot. Non-equipment items such as chairs, tables, desks, miscellaneous office supplies, etc. may be grouped together as one lot. A surplus label must be placed on each equipment item or lot. Labels are available from the Surplus Property Office, phone 1-5660.
5. The Banner Index/Fund (first section) should be the fund the item you are requesting to surplus was purchased from. If this fund is not known, please use your operating fund.
6. Completed forms should be mailed to Surplus Property, mail code 0359.

As mentioned in the above DDDH mailing, please contact us should you have any further questions.