

Process for Disposal of Property

Here is the proper university process to dispose of property no longer desired or needed. This process must be followed to remove desks, chairs, tables, cabinets, equipment, and other items of this nature in which department, college, or university funds were used to purchase.

If items are listed as fair, good, or excellent condition, you must first post it on the Purdue Billboard for 2 weeks. You set the price for the items, and other departments may negotiate with you. After 2 weeks, if no one has agreed to purchase the items, you will need to follow the process below and submit the form (Send to WL Warehouse), and you will receive 70% of proceeds if sold.

If items are listed as poor or junk, you do not need to post on Billboard. Instead, just follow the process below. You will receive 50% of proceeds for poor items if sold, and 0% for junk.

- Log in to OnePurdue Portal
- Click on financial systems
- Click on property accounting
- Click on Send to WL Warehouse
- Enter Business Area 40 as appropriate from the pull-down
- Enter Cost Center as appropriate from the pull-down
- Date Created & Time will appear after you enter Requester name
- Enter requestor's name in "Requestor" field
- Select "Create"
- Enter Contact Person Name (if at KNOY dock Al Crace)
- Location Bldg (KNOY)
- Room (G011) if it is to be picked up in your area then you would enter proper contact person, Bldg., room number
- Enter Phone Number
- Fund (51011090) unless different
- Fund Center (same as cost center)
- Under "Inventory Details", click Add Inventory
 - o Click "Add Inventory" for each item you list.
 - o If it is a small number of items Surplus/Salvage will pick up; time frames vary with them. If you have a large amount you should submit a work order for the General Labor Crew to pick up and deliver; generally this is about 3 weeks after sending the work order.
 - o After you "Submit", print a copy. The copy will have your Form Number and all other information you will need when the items are picked up.