

Business and Finance

Policy Title: Surplus Equipment Disposal by Auction

Created: December 2010

Updated:

Purpose: To ensure accountability in managing University assets when disposing of surplus equipment or furniture.

Campus departments that want to dispose of surplus equipment or furniture should use the university's [Equipment Auction Process](#) after an online university [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 Information left navigation tab. The Redistribution process allows other departments first chance to obtain the equipment or furniture before it goes to storage or sold through the auction process.

1) Redistribution Process:

http://www.drake.edu/busfin/information/green_redistribution/green_redistribution_coverpage.php

2) Auction Process:

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