

Department Resources - Department Policies & Procedures - Facilities & Research: PROCEDURE - Equipment Inventory and Surplus Property

Department Equipment Inventory:

All research and department equipment is inventoried and tagged by Research Stockroom staff upon delivery. Inventory information is entered into the University property management database (OASIS) and tracked for audit purposes.

Surplus Property:

SURPLUS COMPUTERS AND LAB/OFFICE EQUIPMENT:

Please see the Stockroom Manager in the Research Stockroom (BAG 36 x3-1624) for information on disposal of surplus computers and lab and office equipment. Items surplus must be processed through the Research Stockroom and Surplus Property and placed in marked areas on the Bagley loading dock.

See the Surplus Property website at <http://www.washington.edu/admin/surplus/started.html> for additional information.