

# PROCEDURE

**Number:** 74-10  
**Title:** Equipment - Disposition Of  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 08/05/2025  
**Last Revision:** 08/04/2025

## Reference (Policy and/or Procedure)

**SBTCE:** Procedure 4-5-101.1 Assets and Inventory Management

**FDTC:** Policy 70-42 Security of Plant Facilities and Equipment

**Other:**

## Procedure Description

1. When a piece of equipment becomes unserviceable and/or surplus to the needs of a department, a maintenance work order can be entered for disposal.
2. The Shipping and Receiving Coordinator will complete a "Turn in Document Form" requesting State Surplus to arrange pick up of the item.
3. During the interim, Physical Facilities personnel will make every attempt to physically remove the equipment; however, inadequate storage facilities may not allow this removal prior to removal by State Surplus.