

## Financial and Administrative Services

# Surplus Properties

Surplus Property is excess University properties (equipment, furniture, audio visual, etc.) that can be distributed to other departments for use, transferred to other state entities, and disposed of as unwanted items, if they are unsuitable for further departmental use, through public sales to recapture as much of the property's value as possible.

### Surplus Properties – Fixed Assets

The steps below will assist you in relocating University property from one department to another, requesting assistance with move of University property from department by Facilities, and to identify and move surplus property (fixed assets) out of department to surplus storage.

- Step I.** Complete [Property Control Equipment Transactions Form](#) – This form is used to request change of location or surplus of assets by department.
- Step II.** Email completed form to Min Kyung Jung (M.K.) [mjung@aum.edu](mailto:mjung@aum.edu) for signature to make sure if any fixed assets are surplus.
- Step III.** M.K. will send the form to Susan McCarron ([smccarr1@aum.edu](mailto:smccarr1@aum.edu)) for pickup. Susan will be able to help you if you have any questions regarding surplus.