

Surplus Property Policy Department of Exercise & Sport Science

Please use the departmental staff/faculty listserv to see if property can be used elsewhere in the department before sending usable items to surplus.

Small surplus items:

Small surplus items will be collected in the Fetzer Basketroom and delivered to Airport Road surplus facility as needed. You must deliver the items to the Basketroom with a **properly filled out Surplus Property Receipt form**.

Large Surplus items:

Call Patrick Barrett, 3-7324, if you have a large item (not easily moved to the Basketroom) for surplus. Property must have a **properly filled out Surplus Property Receipt before** taking it to the Basketroom.

Surplus Property Receipt

These forms can be found in Woollen 205, Fetzer 209 and in the Fetzer Basketroom. Properly filled out forms must include:

- ❑ DEPARTMENT NAME AND NUMBER: Exercise and Sport Science 3292
- ❑ LOCATION OF PROPERTY: Room number where property was used before being sent to Basketroom
- ❑ DESCRIPTION OF PROPERTY, SERIAL NUMBER, and UNC DECAL NUMBER: Use a brief description. If the property has a serial number, UNC decal number or other identifying number, it must be put on the form.

The Departmental copy of the Surplus Property Receipt goes to 205 Woollen Gym for inventory purposes then to Michael Smith for departmental record.

**UNDER NO CIRCUMSTANCES IS STATE PROPERTY TO BECOME
PERSONAL PROPERTY.**