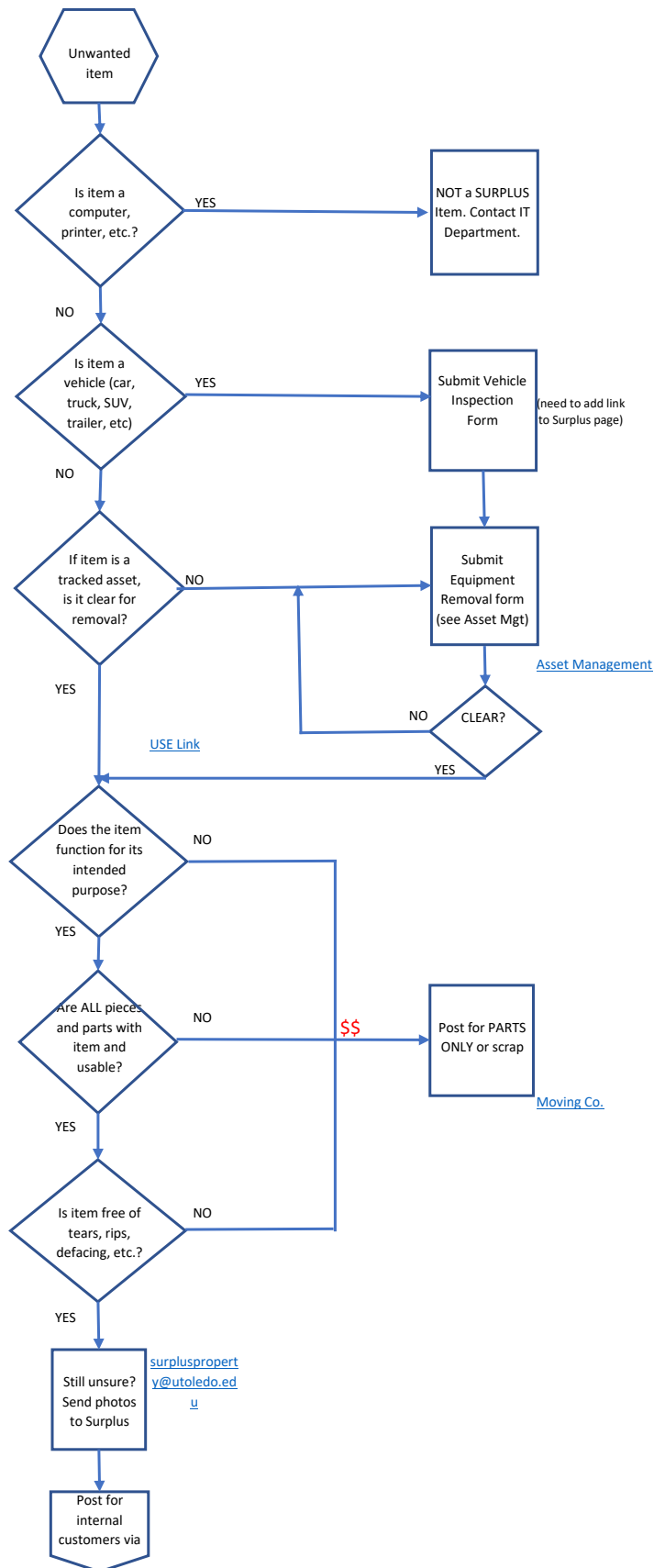# SURPLUS PROPERTY DECISION TREE AND FLOWCHART

Original: 6/16/2021
Last Update: 2/16/2022

DECISION TREE FOR DETERMINING THE NEXT STEP FOR YOUR UNWANTED ITEMS

Unwanted item

Is item a computer, printer, etc.? — YES → NOT a SURPLUS Item. Contact IT Department.

NO

Is item a vehicle (car, truck, SUV, trailer, etc) — YES → Submit Vehicle Inspection Form *(need to add link to Surplus page)*

NO

If item is a tracked asset, is it clear for removal? — NO → Submit Equipment Removal form (see Asset Mgt)

Asset Management

YES

USE Link

CLEAR? — NO / YES

Does the item function for its intended purpose? — NO

YES

Are ALL pieces and parts with item and usable? — NO — $$ → Post for PARTS ONLY or scrap

Moving Co.

YES

Is item free of tears, rips, defacing, etc.? — NO

YES

Still unsure? Send photos to Surplus — surplusproperty@utoledo.edu

Post for internal customers via

SURPLUS PROPERTY DECISION TREE AND FLOWCHART

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PROCESS FLOWCHART FOR THE REDISTRIBUTION OF UNWANTED ITEMS