

Procedure for Removal of Property OTHER than Computers

1. University property that no longer meets the needs of your department can be transferred to another USF department or “disposed of” in one of the methods listed below. (Make sure before you proceed that your department actually owns the property.)
2. Determine if the property is grant-funded. USF Form #3008 write-offs and/or USF Form #3009 transfer requests that have grant-funded property listed on them must include the following additional documentation:
 - a. Signed approval of the department chair or Dean/Director.
 - b. Signed approval from the Division of Research Grants.
 - c. Signed approval from the grantor allowing disposal of the property rather than returning it.
3. If the items are in good shape, and re-usable, check with Marlyn Moore to see if there is space in the back of Westside to place it in the FMHI Property Pool.
4. If the items are not re-usable, or there is no space at Westside, advertise it on the USF Property Listserve for 3 days. (join the property listserv at <http://listserv.admin.usf.edu/listserv/wa.exe>)
5. If another department at USF would like to receive the items, fill out a #3009 Property Transfer Form (the instructions are included with the form) and send to the Property Department at ADM 147
<http://usfweb2.usf.edu/pfs/forms/NewPropertyForms06/3009PropertyTransferform.DOC>
6. If no other department at USF can use the items, please contact a church or other non-profit group and see if they would like the items. Donating to a non-profit organization is the preferred option of the University. Donations must have documentation from the receiving organization verifying their non-profit status including their 501(c) number and acknowledging the donation. You must also fill out a #3008 Property Removal Form (instructions included) and send to the Property Department at ADM 147
[http://usfweb2.usf.edu/pfs/forms/NewPropertyForms06/3008RelieffoPropertyform%20\(2\).DOC](http://usfweb2.usf.edu/pfs/forms/NewPropertyForms06/3008RelieffoPropertyform%20(2).DOC)
7. If, after filling out the Property Removal Form and submitting it, no non-profit group wants the item, you can call a salvage company to pick up and remove the property. One salvage company is:
 - S & S Salvage
 - Joe Strobridge, Owner
 - Office/Fax (727) 522-2373
 - Cell (727) 455-5203