



PROPERTY DISPOSAL PROCEDURE

As of 9-21-2017

Purpose: To provide guidance on the proper disbursement/disposal of university surplus property.

- All sales revenue will be distributed 80% / 20%; 80% to Dean/Division level reserve account, and 20% will remain with the Material Services-UW Operations as a handling fee.
- The Fleet vehicle disposal distribution rate will be 90% / 10% or \$150.00 (whichever is greater); 90% to Dean/Division level reserve account and 10% or \$150.00 (whichever is greater) will remain with the Fleet Office as a handling fee.

University departments should continue to dispose/exchange old equipment through the University's Asset Management office, via the "[Property Disposition Request Form](#)" found here:

<http://www.uwyo.edu/administration/financial-affairs/fafiles/docs/asset-management/property-disposition---request-2019.pdf>

Dean/Division Level Reserve:	Organization #	Fund Source #	Fund Source Name
Academic Affairs	10001	005001	Unrestricted Operating Reserve
Administration	20001	005001	Unrestricted Operating Reserve
Athletics	90001	005001	Unrestricted Operating Reserve
College of Agriculture	12001	005001	Unrestricted Operating Reserve
College of Arts & Sciences	13001	005001	Unrestricted Operating Reserve
College of Business	14001	005001	Unrestricted Operating Reserve
College of Education	15001	005001	Unrestricted Operating Reserve
College of Engineering	16001	005001	Unrestricted Operating Reserve
College of Health Science	17001	005001	Unrestricted Operating Reserve
College of Law	18001	005001	Unrestricted Operating Reserve
General Counsel Division	80001	005001	Unrestricted Operating Reserve
Governmental & Community Affairs Division	60001	005001	Unrestricted Operating Reserve
Information Technology Division	40001	005001	Unrestricted Operating Reserve
Office of the President	00011	005001	Unrestricted Operating Reserve
Research & Economic Development Division	70001	005001	Unrestricted Operating Reserve
Student Affairs	30001	005001	Unrestricted Operating Reserve
University Libraries Unit	19001	005001	Unrestricted Operating Reserve
UW Foundation Division	50001	005001	Unrestricted Operating Reserve