# The Property Disposition Request (PDR) Process: How to Utilize the PDR Form

Effective Date: November 15, 2026

The **University of Wyoming** has a fiduciary responsibility to manage capital assets with which it has been entrusted, either acquired using any type of University funds or donated from an outside entity. This management of capital assets includes strict adherence to applicable State and Federal policies to ensure safeguarding and accounting for all capital assets. The following policy applies to all University Organizations and individuals involved in the acquisition, utilization, and/or disposition of all capital assets in their operations.

The purpose of this guide is to provide the guidance needed to ensure that requests for the removal, sale, or transfer of University of Wyoming capital assets, equipment, furniture, and/or miscellaneous assorted items are reported properly and meet the requirements of federal, state, University of Wyoming, and audit regulations. This guide also ensures that requests to update record-keeping changes to any University of Wyoming Capital Asset's assignment, location, or its use are reported properly and meet the requirements of federal, state, University of Wyoming, and audit regulations.

**Department Heads** and **Directors** are accountable for accurately maintaining records for capital assets within their departments/organizations and for following correct procedures for the management and disposition of non-capital property. The Department Head may appoint an **Organizational Property Administrator** to assist in following the Federal, State, University of Wyoming, and audit regulations for managing all capital assets and non-capital property within the department/organization. **These roles do not have the authority to dispose of capital assets.**

Due to the nature of the funding used to acquire capital assets and non-capital equipment, furniture, and supplies, the University is prohibited from donating or otherwise "giving away" any item regardless of value. Items that no longer have a use on campus should be transferred to surplus property via a PDR Form. Exceptions can be made for transfers of items to other state entities, but it requires specific approvals. Please contact our office at property@uwyo.edu for specific questions and information about the correct processes.

There are multiple sections on the **Property Disposition Request (PDR)** form. Please complete them all. The requisite information includes the Organization Name/Number (the five-digit organization number listed on the Chart of Accounts, the Type of Disposal, the Item Description(s), the Disclaimer Section, and the appropriate Authorized Signatures.

# DISPOSAL REASONS

**No Longer Needed:** Departments should transfer University of Wyoming capital assets, equipment, furniture, and/or miscellaneous assorted items to Surplus. Items will be disposed of or resold depending upon operational status or need.

**Destroyed:** Capital Asset/Item is damaged beyond repair. If the damaged capital asset/item poses an immediate threat or danger, the department should contact the proper authorities. Otherwise, the department should take any necessary steps to mitigate additional damage. The Department is required to submit a Property Disposition Request form to have Material Services assist the department with the removal of the item or provide recommendations for an acceptable means of disposal. The department must submit the form to Asset Management to have capital assets removed from their inventory. The Department must coordinate with Risk Management for any insurance claims.

**Cannibalization:** Cannibalization permanently removes serviceable parts from a capital asset for repairing or replacing other equipment of the same kind, is an alternative to using or purchasing new parts, and renders the cannibalized capital asset no longer useable for the purpose it was intended. The cannibalization of an active capital asset must be requested and verified PRIOR to cannibalizing the capital asset. The capital asset will then be retired and removed from the department's inventory.

**Theft:** When University of Wyoming capital assets, equipment, furniture, and/or miscellaneous assorted items have been stolen, the department is required to file an incident report with the UW Police Department. A copy of the police report must accompany the PDR for all active UW Capital Assets. The disposal reason on the PDR should be listed as "Theft," and the police report number should be included on the document. The department must submit the form to Asset Management to have stolen capital assets removed from their inventory. The Department must coordinate with Risk Management for any insurance claims.

**Repair/Replacement Parts:** Repairs and replacement parts for capital assets should be coded as such on the Purchase Order (PO) and should not be coded as a capital asset. If the capital asset is being completely rebuilt, then the asset should be cannibalized, and the new items coded as a new asset. CONTACT ASSET MANAGEMENT SPECIALIST SENIOR FOR ASSISTANCE.

**Returns:** If you are returning a capital asset, where a credit memo will be issued from the vendor, Asset Management will post the credit and retire the asset. If the department is not receiving a credit memo, contact Asset Management for instructions. Copies of all associated paperwork accompanying the return, must be submitted to Asset Management.

**Warranty Exchange:** If replacing a capital asset due to a defect or malfunction covered in the language of the warrant, CONTACT ASSET MANAGEMENT SPECIALIST SENIOR FOR ASSISTANCE.

**Sale to an External Entity/Non-Educational:** Departments are restricted from selling any items to an outside entity. Departments are required to transfer any items involving sale to

Surplus. If the department has an interested buyer, Surplus will facilitate the sale, produce an invoice, and collect the payment. Capital Assets are not removed from departmental inventories until Asset Management has been notified of the payment details.

**Sale to an External Entity/Educational:** Please review **UW Guidelines for Equipment Transfers for Departing Faculty** before proceeding. Please complete the **UW Equipment Sales/Transfer Request Approval form** and attach to the PDR with the requisite signatures.

**Transfer to an External Entity:** Please review **UW Guidelines for Equipment Transfers for Departing Faculty** before proceeding. Please complete the **UW Equipment Sales/Transfer Request Approval form** and attach to the PDR with the requisite signatures.

**Transfer within the University of Wyoming:** The PDR is used to reassign the **Organization, Assigned Contact Person, or Location** of a capital asset in the possession of the University of Wyoming. Asset Management requires the name and five-digit organization number listed on the **Chart of Accounts** to which the capital assets, equipment, furniture, and/or miscellaneous assorted items are being transferred. Additionally, the name of the new **Assigned Contact Person** to whom these will be assigned must be an active employee and in HCM. Please do not assign capital assets to temporary employees. Asset Management also requires the new **Location** of the capital assets, equipment, furniture, and/or miscellaneous assorted items in question.

**Unauthorized Disposal:** An **Unauthorized Disposal** occurs when a capital asset is cannibalized, exchanged, terminated, destroyed, removed by a vendor, externally transferred, or traded-in without obtaining proper authorizations. An **Unauthorized Disposal Form** must be completed and signed by the Assigned Contact Person and the Department Head before submission to Asset Management.

**Improper Disposal:** An **Improper Disposal** occurs when a capital asset is unilaterally sold, thrown away, or scrapped; or the department/organization is unable to provide the acceptable method of proof for an unauthorized disposal. When this occurs, Asset Management requires the completion of an **Inventory Action Plan.**

**What do you need to do/happen?**

- ***I need equipment, furniture, and/or miscellaneous assorted items removed from a classroom, conference room, lab, or office.***

Does the equipment, furniture, and/or miscellaneous assorted item have a University of Wyoming Capital Asset tag/sticker? No. **STOP!** Are you sure? Please check all sides of the object you want removed. Is there a UW Asset ID tag/sticker?










If there is no evidence of a UW Asset ID tag/sticker, okay, what you have is not a capital asset. Include the quantity for multiple items of the same description. For example, "2 file cabinets and 3 chairs," "4 computer monitors, 12 computer mice," "1 box of lightbulbs," or even "15 dining room chairs with leather bottoms and cream tapestry backs."

Please include the **manufacturer, model, serial number,** and brief description of the items to be removed. For example, a phone might have the manufacturer listed as "Yealink Network Technology Co., Ltd," model "MP54," serial number, "n/a" (not applicable/not accessible), description "Smart Business Phone."

Please provide the current location of items in question, including the name of the building (Agriculture, Classroom, Engineering, College of Business, ITC, etc.) and the room number.

Is the item in question operational? Does the phone work? Do the monitors work? Are the chairs broken?

Once the PDR has the requisite information, **Type of Disposal, Organization Name/Number** (the five-digit organization number listed on the Chart of Accounts. **Item Description, Disclaimer Section, and the Authorized Signature**, please return the form to **ASSET MANAGEMENT**, via email (property@uwyo.edu) or campus mail.

- ***I need a University of Wyoming Capital Asset removed from a classroom, conference room, lab, or office.***

Does the ASSET have a University of Wyoming Capital Asset tag/sticker? No. **STOP!** Are you sure? Please check all sides of the object you want removed. **Is there a University of Wyoming Asset ID tag/sticker?**

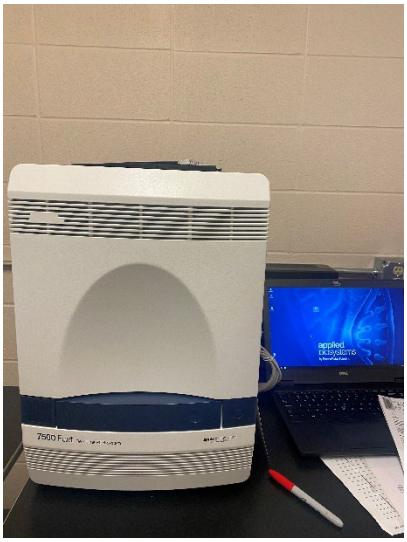









**YES:** Please include the **UW Asset ID tag/sticker number with the manufacturer, model, serial number,** and brief description of the items to be removed.






The University of Wyoming Asset ID tag/sticker is 309346. The manufacturer is “Applied Biosystems by Thermo Fisher Scientific.” The model number is “7500 Fast.” The serial number is “2750108045.” The asset description is “Real Time PCR System.”

**NO, BUT IT SHOULD:** Please include the manufacturer, model, serial number, and brief description of the asset to be removed. IF YOU KNOW what the University of Wyoming Asset number is, please include it. IF YOU DO NOT KNOW what the University of Wyoming Asset number is, please provide all other information available.

- ***A professor is leaving the University of Wyoming for another institution interested in purchasing specific assets, equipment, and/or miscellaneous assorted items.***

The process begins with the professor, the department head, and/or dean determining which assets the professor would like permission to take to the new institution. The **UW Equipment Sale/Transfer Request Approval Form** must accompany the PDR and include the signatures of the professor, the department head, and the dean.

Complete the Property Disposition Request form listing all capital assets, equipment, and/or miscellaneous assorted items to be sold to the new institutions. Submit the documents to **Asset Management**. Additional authorization will be obtained from the **Office of Sponsored Programs** as necessary.

- ***A professor is leaving the University of Wyoming for another institution and wants to transfer his/her grants and assets.***

The process begins with the professor, the department head, and/or dean determining which assets the professor would like permission to take to the new institution. The **UW Equipment Sale/Transfer Request Approval Form** must accompany the PDR and include the signatures of the professor, the department head, and the dean.

Complete the Property Disposition Request form listing all capital assets, equipment, and/or miscellaneous assorted items to be transferred to the new institutions. Submit the documents to **Asset Management**. Additional authorization will be obtained from the **Office of Sponsored Programs** as necessary.

- ***A capital asset was cannibalized, exchanged, terminated, destroyed, removed by a vendor, externally transferred, or traded-in without obtaining proper authorizations.***

An **Unauthorized Disposal Form** must be completed and signed by the Assigned Contact Person and the Department Head before submission to Asset Management.

## WHAT HAPPENS NEXT?

## NON-ASSET EQUIPMENT, FURNITURE, AND/OR MISCELLANEOUS ITEMS:

Asset Management will process the form and forward it to Material Services. You will be notified by email when your PDR has been processed. You may contact **Material Services (matserv@uwyo.edu, 766-2409)** to schedule the removal of said items. Material Services will then determine which items will be available to purchase through Surplus and the appropriate sales price, as well as which items will be disposed of immediately (inoperable, etc.).

## DISPOSAL OF A UW ASSET:

### GRANT/SPONSORED FUNDING

Asset Management will review the University of Wyoming Capital Asset record for the requisite Project ID information and forward it with the PDR to **the Office of Sponsored Programs (OSP) for a review of Agency Compliance, Title and Ownership, or identification of grant-specific** disposal restrictions or requirements. Once approved by OSP, Asset Management will forward the PDR to Material Services. The capital asset will be transferred to the inventory of Material Services. You will be included in all email correspondence during the process.

You may contact **Material Services (matserv@uwyo.edu | 766-2409)** to schedule the removal of said items. Material Services will then determine which items will be available to purchase through Surplus and the appropriate sales price, as well as which items will be disposed of immediately (inoperable, etc.). Surplus will facilitate the sale, produce an invoice, and collect the payment.

Material Services will track all capital assets listed as IN SERVICE until the assets are sold, recycled, or disposed of at the landfill. Capital Assets are not removed from departmental inventories until Asset Management has been notified of the payment details and receive a copy of the invoice referencing the appropriate UW Asset ID tag/sticker number or notified of differing disposal method, recycled or disposed of at the landfill.

### NO GRANT/SPONSORED FUNDING

Asset Management will process the form and forward it to Material Services. You will be notified by email when your PDR has been processed. You may contact **Material Services (matserv@uwyo.edu | 766-2409)** to schedule the removal of said items. Material Services will then determine which items will be available to purchase through Surplus and the appropriate sales price, as well as which items will be disposed of immediately (inoperable, etc.). Surplus will facilitate the sale, produce an invoice, and collect the payment.

Material Services will track all capital assets listed as IN SERVICE until the assets are sold, recycled, or disposed of at the landfill. Capital Assets are not removed from departmental inventories until Asset Management has been notified of the payment details and receive a copy

of the invoice referencing the appropriate UW Asset ID tag/sticker number or notified of differing disposal method, recycled or disposed of at the landfill.

**IF THE ASSET IS BROKEN OR NOT SOLD:**

Material Services will track all capital assets listed as IN SERVICE until the assets are sold, recycled, or disposed of at the landfill. Capital Assets are not removed from departmental inventories until Asset Management has been notified of final disposal method of each asset referenced by the appropriate UW Asset ID tag/sticker number.

## HOW TO SCHEDULE AN APPOINTMENT

To schedule an appointment with MATERIAL SERVICES regarding the collection of capital assets, equipment, or items, please contact **MATERIAL SERVICES (matserv@uwyo.edu | 766-2409)**

Please note that MATERIAL SERVICES has multiple incoming PDRS, moving requests, etc. Your request is important and will get scheduled as soon as possible. If you are willing and able, depending upon size of the items, you may schedule a time to deliver them to MATERIAL SERVICES.

## SALE TO AN EXTERNAL ENTITY/EDUCATIONAL:

Asset Management will review the University of Wyoming Capital Asset record for the requisite Project ID information and forward it with the PDR to **the Office of Sponsored Programs (OSP) for a review of Agency Compliance, Title and Ownership, or identification of grant-specific** disposal restrictions or requirements. Once OSP approves the PDR, Asset Management forwards it to the Office of Research & Economic Development.

Once the sale is approved, Asset Management will forward the documents to Material Services. Material Services will prepare the invoice, collect payment, and provide a copy of the invoice to Asset Management, referencing the appropriate University of Wyoming Asset ID tag/sticker number and payment details. All capital assets in question will remain on the inventory of the department initiating the request until Asset Management has received the final details from Operations. At that time, the capital assets will be retired from the departmental inventory.

## TRANSFER TO AN EXTERNAL ENTITY:

Asset Management will review the University of Wyoming Capital Asset record for the requisite Project ID information and forward it with the PDR to **the Office of Sponsored Programs (OSP) for a review of Agency Compliance, Title and Ownership, or identification of grant-specific** disposal restrictions or requirements. Once approved by OSP, Asset Management forwards the PDR to the Office of Research & Economic Development.

When the transfer has been approved, Asset Management will forward the documents to Material Services. Please reach out to Shipping/Receiving if you need assistance with shipping. Material Services will provide a copy of **a zero cost invoice,** referencing the appropriate University of Wyoming Asset ID tag/sticker number, to Asset Management. All capital assets in question will remain on the inventory of the department initiating the request until Asset Management has received the final details from Operations. At that time, the capital assets will be retired from the departmental inventory.

## TRANSFER WITHIN THE UNIVERSITY OF WYOMING

Once the PDR is received, Asset Management will contact the individual receiving the capital assets, equipment, furniture, and/or miscellaneous assorted items to confirm receipt and verify the new location.

**INVENTORY ISSUES:**
**WHEN PROCEDURES HAVE NOT BEEN FOLLOWED**

Federal Property Management Standards require that the University of Wyoming conduct a physical inventory of all capital assets at least once every two years. Non-compliance with physical inventory requirements may jeopardize future Federal funding.

To fulfill its mission and compliance responsibilities, the University must maintain an accurate inventory system and procedures that safeguard University capital assets and ensure financial accountability, reporting accuracy, adequate insurance, efficient utilization, and appropriate disposition of all Capital Assets.

**Department Heads** and **Directors** are accountable for accurately maintaining capital asset records within their departments/organizations, as well as following correct procedures for the management and disposition of non-capital property. The signature of the Department Head or Director must accompany the return of every **Physical Inventory of Capital Assets.**

The inventory is used to verify the continued presence of a capital asset, the Assigned Contact Person, and its current Location. When the proper completion of an organizational inventory has been neglected, this increases the risk that capital assets cannot be located, that capital assets have been disposed of improperly, and/or that thefts have gone unreported.

An **Inventory Action Plan Form** will be completed by the Dean/Director and the Assigned Contact Person at the direction of Asset Management and/or OSP. The plan will detail the steps taken to locate Unlocated Capital Assets, an explanation of how the loss occurred, and the process(es) implemented to prevent future losses. This plan will be reviewed and signed by Asset Management, OSP, the VP of Finance, and the Provost.