



## 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/budget-finance/financial-affairs/\\_faffles/docs/asset-management/property-disposition---request-2019.pdf](http://www.uwyo.edu/budget-finance/financial-affairs/_faffles/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 |