

## **SURPLUS PROPERTY DISTRIBUTION AND DISPOSAL**

The department completes a Request for Moving Services form indicating property is surplus, and forwards it to Moving/Surplus Property Services. The department must take all the necessary steps to insure the property is ready to be moved, such as decontamination or having property disconnected. Also they must insure that confidential information is deleted from hard drives of surplus computers.

Moving/Surplus Property Services schedules move and notifies department of date and time.

Moving/Surplus Property Services moves property to holding area until property is disposed of in accordance with State Law and Federal Agency decision.

Moving/Surplus Property Services forwards a copy of Request for Moving Services form to Property Control.

Property Control updates the moveable equipment inventory showing the property disposed of.

## **SURPLUS PERSONAL COMPUTERS/ELECTRONIC PROPERTY**

Prior to disposing of equipment that contains data storage devices (all devices including, but not limited to PCs, laptops, servers, main frames, or handheld computers) as surplus, you **MUST** have all hard drives or data storage devices removed by Information Technology Support Services (ITSS). In addition, ITSS will label the equipment that is ready for surplus. Complete a Request Moving form (<http://www.mcg.edu/supply/property/MOVREQ.pdf>) and forward to Moving and Surplus Property as instructed on the form. The equipment will then be pickup for surplus. The Moving and Surplus Property personnel will not pick up any unit that does not have this label affixed to it.