

About the Manuals

■ Accessing the Manuals

- Academic Affairs
- Capital Programs Management Group
- Environmental Health & Safety
- Facilities Management
- Financial Services
- Property Control System
- Police Department
- Parking and Transit Services
- Purchasing and Business Services
- Research and Sponsored Projects
- Staff Personnel
- Student Services Manual
- Sun Devil Athletics

Index of Policies

■ Process

■ Archives

■ Contact Us

Property Control System Manual (PCS)

Effective: 6/30/1997

Revised: 11/1/2013



PCS 1009: Sale of University Property to a Retiring or Exiting University Employee

Purpose

To enable university employees officially retiring or exiting from the university to purchase university equipment that they have been using

Applicability

Employees officially retiring or leaving the university

Sources

- Property Control
- Surplus Property

Policy

University employees officially retiring or exiting from the university may purchase university equipment that they have been using, provided that it is deemed excess to their department's requirements by the department head.

Procedure

The retiring or exiting university employee notifies Property Control with a request to purchase property.

Property Control:

1. verifies that ASU has title and that the property can be sold
2. determines fair-market value of the asset(s) and
3. forwards an exiting employee personal purchase authorization form to the person in the department requesting quotes and to Surplus Property.

The department head approves the request by signing the exiting employee personal purchase authorization form, if it is deemed that a replacement or other department personnel will not need the property.

The department prepares an online Disposal Request listing all items, and notes why the form is being created.

Surplus Property receives the Disposal Request and prepares the sale in the system, using the dollar amount on the exiting employee personal purchase authorization form.

The department or Surplus Property removes all the ASU-licensed software and identification from the equipment.

The retiring or exiting university employee submits payment to Surplus Property, along with the exiting employee personal purchase authorization form with all necessary signatures.

[PCS manual](#) | [ASU policies and procedures manuals](#) | [Index of Policies by Title](#) | [PCS manual contact](#) | [Property Control Web site](#)
[Back to Top](#)

