Disposing of University Property

Evaluate Property & File Property Disposal Form

Property with a CU Tag or property **not** coming to the Distribution Center **requires** a Surplus Property Disposal form be fully executed prior to the items being picked up!

Visit the Surplus Property website for a link to the form.
https://www.colorado.edu/fm/departments/dc/dc-property-services

1

Enter Assets Into AssetWorks

Create a **transfer shell** and **enter all assets** into the software system.

The university does not automatically assign logons to the software. Contact us to request access.

fmsurplus@colorado.edu

2

Add Asset Information

Add passwords and lock codes to the asset record for computers, tablets, & phones.

Add serial numbers to the asset record for anything that holds memory; computers, servers, & hard drives.

Complete and upload an EH&S form to the asset record for fridges that have been in a lab.

When you are finished **submit your transfer**.

3

Adhere Labels & Reply To Email

The surplus property supervisor prints thermal labels & sends them to you via campus mail within one business day. You will receive an email to alert you they are on their way! Watch for the labels and place them on the items where they are visible & on a surface that is not round or dusty.

Reply to the email we sent you to advise labels have been attached. We will add you to the pick-up queue.

4

Property Pick Up

Property is your responsibility until we pick it up.

We normally run 4-6 weeks out from the time you **reply to the label email,** please plan accordingly.

You won't know we've come and gone, we will contact you if we have questions.

If you are storing the property in an area restricted to Facilities Management staff please let the surplus property supervisor know.

5

Return Of Proceeds

We will return proceeds to the credit speed type you designated when items sell for a net value of $100.00 or more.

Funds will magically appear on your financial statement!

6

Tips & Training Videos Are Located Here:
https://www.colorado.edu/fm/divisions/distribution-center/property-services/access-assetworks-system-and-training-videos

VENNGAGE