

# Auction Item Flow

## STEP 1:

Originator downloads Auction Form for purpose of disposing of surplus property. Originator will complete form and route for approval and processing.

## STEP 2 – ONLY IF IT ITEMS ARE INCLUDED ON FORM

IT Items: All forms with IT items must go to the designated IT manager to review and sign. Forms with IT equipment will not be processed if approval is not received from the appropriate representative. IT will coordinate all required data removal services on all surplus IT equipment prior to being approved for auction. Depending on the equipment the data may be cleared from equipment at its current location or may be requested to be moved to a centralized location.

## STEP 3 –

If STEP 2 applies, IT will forward approved form to the Dean for approval. If STEP 2 does not apply, the originator sends form to Dean for approval.

## STEP 4 –

Approved form is forwarded to Fixed Asset Department by Dean of Administration for processing.

## STEP 5 –

The Surplus Property Coordinator will receive form and will process, confirming items and location.

## STEP 6 –

The form is scanned to the Maintenance Operations Specialist who will initiate the maintenance request for the move.

## STEP 7 –

The Surplus Property Coordinator will work with Maintenance to ensure movement of surplus equipment is completed and located in designated auction storage area.

Prior to removal of any sold **fixed asset**, the Fixed Asset Coordinator will be contacted to witness its removal. This will occur, **ONLY IF**, the item to be removed is identified as a fixed asset on the auction form. The bill of sale along with the approved auction form will be provided to the Fixed Asset Coordinator and to Safety.