

How To Transfer Items To Surplus

Tagged Items (University of Alaska Barcode)

Use the Property Transfer Report and be sure it is legible and signed by a Dean/Director or Department Head.

Equipment titled to the Federal Government or other agencies must be submitted with documentation authorizing the disposal of the equipment.

Non-Tagged Items

Use the Surplus Property Form and be sure it is completely filled out, legible and signed by a Dean/Director or Department Head.

Please be sure to notate the condition of items, especially if items are broken or non-functional, so that our department can properly dispose of them.

Acceptance of Surplus

Email the forms to uaf-rec@alaska.edu (prior to delivering the items or requesting pick-up)

We will verify that the forms are complete and that the tagged equipment items are recorded on your inventory correctly and titled to the University.

Surplus items will not be accepted at our facility unless this documentation and review process has been completed.