

# Duke Surplus Property Program FAQs

[Click Here](#) for  
Clinical Engineering, Research Equipment or  
Medical Surplus Property Disposal Instructions

## **What has changed?**

The surplus program has been redesigned so that Duke University and Duke Health System can manage its resources more effectively, lower operational costs, better support local and global communities, and enhance efforts to create a more sustainable environment.

## **Surplus Store**

- Why did the Duke University Surplus Store close?

After thoughtful review of the existing program and its ongoing costs, we determined that we could make better use of our resources by redesigning the surplus program to put Duke's surplus furniture along with computer, medical and research equipment into the hands of those who need them – free of charge. The retail store lease ended on June 30, 2007. Duke has had to significantly subsidize the store each year because the store did not generate sufficient revenue to support itself. The new program will replace the retail surplus store that Duke has operated since 1997 in the Shoppes at Lakewood.

- Where is the location of the new store and are there set hours?

Because there is no longer a public access store, there are no set hours as non-profits, Duke Staff, Faculty and employees can only visit the surplus storage location at specified times and by appointment. Please call 684-3166 if you need a particular item for your Duke department, at which time item availability will be determined.

- Can surplus property be dropped off at a new location?

All surplus property items must be entered into the new online asset disposition tool, which can be found at [www.procurement.duke.edu](http://www.procurement.duke.edu). The new storage and disposition location is not open to the public. If there is a need for items to be dropped off at the new location, please call 684-3166 to schedule the receipt of these items. Please note, a fee may be incurred for items dropped off at the warehouse location.

- If I need an item for my office, can I go to the warehouse to see what is available?

For liability purposes, visitation of the surplus storage space must be coordinated in advance. Should you have the need for surplus property that will be used in your work area, please call 684-3166 to inquire about item availability.

### **What can I do with Duke Property?**

- Can I give surplus property to charities I work with?

No. All items must be processed through the new online asset disposition tool found at [www.procurement.duke.edu](http://www.procurement.duke.edu). Call 684-3166 to recommend non-profit organizations that may benefit from surplus property donations.

- How do charities get on the list for donations?

Call 684-3166 to recommend non-profit organizations that may benefit from surplus property donations.

- Can I take surplus property home if I need it?

No. Giving surplus items to Duke Faculty, Staff and employees for personal use is not permitted. It can create tax liability implications and cause conflicts of interest. Programs have been established to support Duke's strategic plans for community involvement, global health, and sustainability. Only approved non-profit organizations and Duke Departments in need of equipment may receive items at no charge.

- Can I buy surplus property from my department?

Selling Duke property to Duke Faculty, Staff and employees can create issues that many folks are not aware of. Sales tax may need to be charged, collected, and sent to the state. Liability concerns about the transfer need to be considered. Selling equipment to outsiders denies the programs Duke has established to support Duke's strategic plans for community involvement, global health, and sustainability. On rare occasions, the selling of Duke property will require special permission from the Department Head and the Surplus Property Program Manager, who will determine the price and facilitate the sale. Computers are not available for employees to purchase from their department, and federal regulations mandate the wiping and certified disposition of these items.

- I have a buyer for my surplus property, can I sell the item myself and deposit the proceeds in my departmental account?

No. Property details must be logged into the Asset Disposition tool and the surplus staff will facilitate the transaction. Please call 684-3166 in advance, so we can properly research the assets. Selling Duke property, especially capital equipment can create issues that many folks are not aware of. Sales tax may need to be charged, collected, and sent to the state. Liability concerns about the transfer need to be considered and special export controls affect who we can sell items to. Selling equipment to outsiders denies the programs Duke has established to support Duke's strategic plans for community involvement, global health, and sustainability. Selling of Duke property will require special permission from your Management Center official and the Duke Surplus Property Office. The Management Center will need to know why this transaction is special and requires the extra effort and resources over and above the already established Surplus Property procedures.

- Can I give the equipment to an employee in my department?

No. Giving equipment to an employee can create IRS and other income tax issues for Duke and the employee. All assets must be processed through the Asset Disposition Tool online, and donated to approved area non-profits. We are happy to provide a list of non-profits in the area that employees with specific needs can contact and ask for donations.

- My property no longer works and cannot be repaired. Should I throw it away?

All capital equipment should be logged into the Asset Disposition tool and equipment status, non-functional, identified through the description field. The Surplus Property Program Manager will advise you as to the best method for disposal.

### **How do I handle items I no longer need?**

- Who do I call to request items be collected?

For **Clinical Engineering** governed areas, research equipment and medical surplus; please click [here](#) for specific instructions.

Pickup requests must be completed online using the new Asset disposition tool. Visit [www.procurement.duke.edu](http://www.procurement.duke.edu), and click on the link for "Surplus Property Pickup Request". Complete all of the required items, adding as much detail as possible.

- How do I request a pickup of surplus items?

Visit [www.procurement.duke.edu](http://www.procurement.duke.edu), and click on the link for "Surplus Property Pickup Request". Complete and detailed instructions for the Asset Disposition Tool are available on the Procurement Services Home

Page. Once you have registered your department, complete all of the required items, adding as much detail as possible for each surplus item.

- How do I request computer pick ups?

Computer pickup requests have been incorporated into the new program. Visit [www.procurement.duke.edu](http://www.procurement.duke.edu), and click on the link for “Surplus Property Pickup Request”. Complete all of the required items, adding as much detail as possible for each surplus item. Every data-containing device must be entered on a separate line, with serial numbers provided.

- Does each item, including computers, have to be entered separately?

In order to effectively track all assets purchased by Duke, each item needs to be entered separately. However, you can group like pieces of equipment and list the quantity and description in a single entry. Example: 6 chairs. Computers and computer equipment that may contain data must be entered individually with serial numbers provided for every item. Monitors and peripherals not containing data can be entered in groups by type.

- What if my item does not have an asset tag or serial number? Do I still need to enter it into the asset disposition tool?

Regardless of the value of the item and to effectively track all assets purchased by Duke, every item needs to be entered into the online Asset disposition tool. This link can be found under the “Surplus Property Pickup Request” found at [www.procurement.duke.edu](http://www.procurement.duke.edu).

- What do we do with vehicles and large equipment?

The Surplus Property Program Manager will help facilitate the sale of vehicles and large equipment. Call 684-3166 for more information.

- How far in advance do I need to schedule a pick up?

Pickup requests should be made as far in advance as possible – preferably one to two weeks. This will allow time for more efficient scheduling based on location, saving fuel and other valuable resources. This will also minimize the cost for pickups as well as moving and storage fees.

- When will my surplus items be picked up?

The collection of surplus items will be scheduled based on location and availability of moving and storage staff. For this reason, it is suggested that requests are made well in advance of the needed pickup. Typically, pick ups are scheduled within two weeks of receipt.

- Is there a charge for expedited service?

Expedited service will incur additional charges based on the moving and storage contract schedule of fees. Please plan ahead.

- Can I call any mover to pick up my items?

Moving companies have been advised not to collect surplus property unless they have first received a manifest from the Surplus Property Program detailing all items to be collected. Items that arrive in the warehouse allocated for distribution of these items without a manifest will be returned to the sender, at the expense of the department.

- What does it cost to have surplus property collected?

Duke employees pick up computer equipment that may contain sensitive electronic information at no charge. All other items are collected by DeHaven's Moving and Storage. Many of the surplus property collections will be performed at no charge to the department, based on advanced notice and number of items collected.

The fee schedule is as follows:

Up to Six Surplus Items that can be handled by two men and a truck, within Durham County over the next two weeks: NO CHARGE

Computers, hard drives, items with SEI collected by Duke employees within two weeks\* of request: NO CHARGE

\*During high volume periods such as year-end and summer, there may be additional wait time.

Over Six Surplus Items, Oversized Items and items outside of Durham county: Regular DeHaven's Moving Rates

- Can I add items to my list when other items are being picked up?

All items must be entered into the online Asset disposition tool. Should there be a last minute request while the collection crew is on site, please enter the information online immediately, and then call 684-3166 for an updated manifest to give the movers.

### **Are there special rules about Capital Equipment that I no longer need?**

All capital equipment (any item with a Duke University or DUHS property tag) must go through Duke Surplus.

- How do I document that I have turned over the equipment to Duke Surplus?

The on-line Asset Disposition tool must be used to initiate and document the transfer.

- Are there any exceptions?

The only exceptions are items acquired via the Excess Federal Government Property program or equipment titled to the Federal Government. These are not that common but special permission is required from the granting agency before the equipment can be disposed of. For more information, contact Sponsored Programs to begin the process. You can also review the GAP about this process at <http://www.finsvc.duke.edu/gap/m200-110.html>.

- What should I do to the item before the item is picked up? Should I pull off the property tags? Do I notify Plant Accounting about the transfer?

Do **not** pull off property tags. They are needed to control and track the disposition transaction. Items should be set aside and specialized equipment should be labeled. Operating manuals should be included. You do not need to notify Plant Accounting. Plant Accounting will be informed of the transaction as long as you properly log the information in the on-line Asset Disposition tool.

- What if I want to trade in a capital item on a new acquisition?

Trade-ins are a good way to help reduce the cost of acquiring a new item. Many vendors will provide a substantial discount when trade-ins are included in the deal. All trade-ins should be documented on the Purchase Requisition when you purchase the new equipment. Include the asset tag number and description of the item along with the value of the discount as a separate line item. This information will be included on the Purchase Order and Plant Accounting will receive the information from the Purchase Order. The transaction should also be documented in the on-line Asset Disposition tool. Both procedures are necessary to ensure the transaction is properly documented.

- I have a faculty member who is leaving Duke but will continue his/her research at another institution. Is the faculty allowed to take any of the items needed to continue the research?

These items need to be logged into the Asset Disposition tool prior to transfer to another institution. Transferring equipment to the institution where the faculty is moving is common and often required when the federal awards are moving with the faculty member to the new institution.

The faculty should compile a list of the equipment requests, including cost and fund sources used to acquire the item(s). The Department Chair must approve the list and it should be forwarded to the appropriate Management Center official for final approval. Plant Accounting should be contacted if you need help compiling the list and related information. Once final approval by the Management Center has been granted, Plant Accounting should be notified to verify the equipment and remove the Duke Property tags prior to shipping the items.

- What if my equipment is no longer functional but I want to use the parts for other equipment?

Each department may have its own procedures about equipment cannibalization so start there. Once you receive approval, log the item to be cannibalized in the Asset Disposition tool. Depending on the nature of the item and the value of the remaining equipment, you may be advised that Duke Surplus will pick up the remainder or you may be asked to pull the Duke property tag, send it to Plant Accounting, and dispose of the remainder of the equipment.

#### **Will I receive a credit for items that go into the surplus program?**

- Why will I no longer receive a credit for items I send to Surplus?

It has been determined that the majority of items previously sent to the Duke University Surplus Store for consignment and eventually sold did not cover the expenses needed to process the credit. Additionally, Duke has decided that donating items to those non-profits, both locally and globally, is a better model than trying to sell the items.

- What is the split for vehicles and large equipment?

The Surplus Property Program Manager will help facilitate the sale of vehicles and large equipment. The price will be determined by the Surplus Property Program Manager, and the department will receive all the revenue less any advertising, selling, or handling expenses.

#### **What if my department needs surplus furniture and/or equipment?**

- We do not have a continuous database of available items, as our inventory changes every day. If your department has a need for surplus furniture or equipment, please call 684-2964 and inquire about available items. Surplus office furniture will be provided to departments at no charge.

#### **Do we still complete equipment screening forms?**

- Yes. Equipment screening forms should continue to be faxed to

681-6460.

**An item of Duke property has apparently been stolen. What should I do?**

Notify Duke Police immediately. The officer will fill out an incident report and provide a copy for your departmental records. Give the police any information you can about the item including property tag number, serial number, etc. It may not be possible to give that information because of the nature of the transaction so it is important to document as much information as possible. When Plant Accounting conducts a capital equipment inventory, they may be able to ascertain which item was stolen and if the copy of the incident report is available, the department's property records can be adjusted and will relieve the departmental accountability at that time.