


Duke University

MEMORANDUM

TO: Business Managers

FROM: Jane Pleasants, Assistant Vice President, Procurement and Supply Chain

DATE: June 25, 2007 

RE: New Duke Surplus Program

Duke is introducing a new surplus program as part of our continued efforts to manage resources more effectively, lower operational costs, better support our local and global communities, and enhance efforts to create a more sustainable environment.

The new program will replace the retail surplus store that Duke has operated since 1997 in the Shoppes at Lakewood. Because the store did not generate sufficient revenue to support itself, Duke has had to significantly subsidize the store each year. 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 will cease operations on June 30.

The new program will coordinate the donation of all usable furniture, computers, and other property to charities and nonprofit organizations, and medical equipment to Global Health projects through the new Duke Global Health P.L.U.S. (Placement of Life-changing Usable Surplus) program. It expands on existing programs such as the Duke Computer Exchange program, which donates computers to area schools and nonprofits, and volunteer efforts such as REMEDY@Duke and Engineers without Borders at Duke, which have collected usable medical surplus for distribution in developing countries.

The new program will direct faculty, staff and students to access a new Duke Surplus Property asset disposition tool available at www.procurement.duke.edu. The new online tool offers a streamlined approach for pickups and documentation for auditing and tracking purposes. Below are the steps for the new surplus program:

- Fill out an online pickup request form, which will be available from www.procurement.duke.edu. All surplus items that belong to Duke University and Health System must be processed through the new program.
- Enter information about each surplus item, including computers and peripherals.
- DeHaven's, a contracted moving and storage company, will collect items. It may take a few extra days to coordinate pickups, but individual items and small quantities of furniture will be picked up at no cost. This will eliminate excess trips on campus, save fuel, and other resources.
- Items will be collected and distributed to several off-campus warehouse facilities for short-term storage.
- Local charities and nonprofits will be contacted to schedule a time to pick up items requested.

To handle large amounts of surplus furniture or non-medical equipment, departments should contact the Surplus Property Program Manager, who can help identify approved liquidators or nonprofit groups who will come to the campus and retrieve items no longer needed. The Surplus Property Program Manager will also facilitate the sale of capital equipment such as vehicles and heavy machinery.

The new surplus program ensures compliance with federal regulations regarding privacy and the disposition of assets. Individual departments and staff should not give away surplus property outside the Duke Surplus Program. Departments can also request donations to specific nonprofits and charities or request surplus items for use in their department by contacting the Surplus Property Program Manager. Faculty or staff interested in applying to receive surplus medical equipment for trips to developing countries should email duke-ghplus@duke.edu or submit an application through the Duke Global Health Institute web site at <http://globalhealth.duke.edu>.

Throughout the next few months, Procurement Services will be meeting with business managers and departments to discuss the new surplus program in greater detail. If you have any questions or need additional information about the new surplus program, please visit the Procurement Services web site at www.procurement.duke.edu or call 684-2964 to speak with Mary Crawford or Craig Parker.