

Questions?
Facilities is
here to help

Surplus & Disposal

Call us at
796-6496

Submit a service request to Facilities using the option for special request



Facilities will assess items and advise to the next step

Recommendation: Disposal

Complete Destruction
Authorization



Once Facilities has
acquired signatures, we
will take care of the
disposal

Recommendation: Surplus

Item will be offered to
other departments



Complete Disposal
Authorization

Provide photos,
description, & requested
starting price for
GovSales



If GovSales is unsuccessful,
other options, including
disposal may be considered