

Guide to Reutilization of University Assets

The primary objectives of reutilization of university assets are 1) to maximize the use of an asset throughout its useful life and 2) to make it available for reutilization in a timely manner should it become idle. It is the departments responsibility to monitor and report excess property to their respective Director and the Property Office. Reutilization is a way for departments to demonstrate prudent stewardship of assets for which they are accountable.

The goals of asset reutilization are:

- Reduce or eliminate unnecessary expenditures for duplicate assets
- Reduce the number of assets in a department
- Reduce the risk of unauthorized utilization
- Identify and prompt reporting of excess property
- Transfer excess property to fill requirements for departments that might otherwise be limited by lack of funding

To identify assets for reutilization, departments should conduct periodic internal screening of assets which is the best method to recognize assets that are excess, idle, or no longer essential by the department and shall administer the transfer of the assets to another department that has a known need or requirement for such assets. Information regarding transfer of assets can be found in the [Property Procedures - IV. Property Transfers](#). Once excess assets have been identified, notification is sent to the appropriate personnel. Excess of technology assets are to be reported to the department's Director and IT contact for the department; non-technology assets are to be reported to the department's Director and the Property Office. The Property Office shall periodically contact departments to perform internal screening of assets and acknowledge that such assets are available for reutilization or not.

Reutilization is the first step in the disposition process. The disposition process includes a review of all assets declared excess to determine if there is a current need in another department. If it has been determined excess assets have no value to the university, assets are written off the inventory. Depending on the type of assets, recycle, auction, and donation are the appropriate means of disposal. On occasion and depending on the type, assets may be disposed through the university recycling department. Further information regarding appropriate disposal of university assets can be found in the [Surplus Property Procedures](#).