Is it surplus property for trade-in, sale, recycle or specialized disposal?

- YES
  - Property Steward completes the PTF *
  - Remove Asset Tags
  - Is it technology or electronic equipment?
    - YES
      - Contact IT to remove data & software
    - NO
      - Email PTF to Purchasing: dst-transfersurplus@alamo.edu
  - Is it surplus property for trade-in?
    - YES
      - Purchasing provides guidance to Property Steward who obtains a signature from the contractor on pick up or follows other disposal directions
    - NO
      - Purchasing confirms pick up with contractor and transmits PTF to Inventory Control
  - Is surplus property for sale?
    - Yes
      - Property Steward releases item and obtains signature from the contractor on PTF at pick up
    - NO
      - Purchasing sends PTF & Purchase Order to vendor, Property Steward, Inventory Control
  - Is recycled or special disposal?
    - YES
      - Property Steward forwards copy of signed PTF to Purchasing: dst-transfersurplus@alamo.edu
    - NO
      - Purchasing receives requisition & PTF
      - Purchasing sends PTF & Purchase Order to vendor, Property Steward, Inventory Control
      - Property Steward obtains signature on PTF from trade-in vendor
      - Trade-in vendor delivers new item & retrieves surplus property as trade-in item
      - Purchasing confirms pick up with contractor and transmits PTF to Inventory Control.

Is it a surplus transfer to another department or office?

- YES
  - Property Steward completes the PTF *
  - Are services needed to move/transport surplus items?
    - YES
      - Contact Purchasing for assistance
      - Receiver signs PTF and leaves copy with original Property Steward
      - Receiver moves surplus
      - Original Property Steward sends PTF to Inventory Control: dst-teamsurplus@alamo.edu
    - NO
      - Receiver moves surplus
      - Original Property Steward sends PTF to Inventory Control: dst-teamsurplus@alamo.edu
- NO
  - Is it surplus property for trade-in?
    - YES
      - Purchasing provides guidance to Property Steward who obtains a signature from the contractor on pick up or follows other disposal directions
    - NO
      - Purchasing confirms pick up with contractor and transmits PTF to Inventory Control
  - Is surplus property for sale?
    - YES
      - Property Steward releases item and obtains signature from the contractor on PTF at pick up
    - NO
      - Purchasing sends PTF & Purchase Order to vendor, Property Steward, Inventory Control
      - Property Steward obtains signature on PTF from trade-in vendor
      - Trade-in vendor delivers new item & retrieves surplus property as trade-in item
      - Purchasing confirms pick up with contractor and transmits PTF to Inventory Control.

- List all tagged and untagged items.
- Include Tag # and Serial # if applicable to item.
- Obtain signed Department approval.

March 2013