

Property Control System Manual (PCS)

PCS 1009: Sale of University Property to a Retiring or Exiting University Employee

Effective: 6/30/1997

Revised: 3/1/2023

Purpose

To enable university employees officially retiring or exiting from the university to purchase university equipment that they have been using

Applicability

Employees officially retiring or leaving the university

Source

Surplus Property

Policy

University employees officially retiring or exiting from the university may purchase university equipment that they have been using, provided that it is deemed excess to their department's requirements by the department head.

The retiring or exiting university employee must notify CAM with a request to purchase property. CAM:

1. verifies that ASU has title to the property and that it can be sold
2. determines fair-market value of the asset(s)
3. forwards the exiting employee's personal purchase authorization form to the person in the department requesting the quotes and to Surplus Property.

Once the department head approves the request, the department prepares an online Disposal Request in Assets Works which can be accessed by following this link: <https://asu.ams.incircuit.com/eams/f?p=1070:101:4980939974794>

Surplus Property receives the Disposal Request and prepares the sale in the system. The department or Surplus Property removes all the ASU-licensed software and identification from the equipment.

The retiring or exiting university employee submits payment to Surplus Property, along with the exiting employee signed personal purchase authorization form.