

SURPLUS PROPERTY

State and County

Surplus machines at the State level which are obsolete or worn beyond repair are accumulated, listed by property control numbers and description and are turned over to Property Services for surplus sales and removed from Alabama Cooperative Extension System inventory. The compiled list should be sent to Administrative Services for processing before Property Services is requested to pick up the equipment.

All county transfer and surplus information should pass from County Extension Coordinator to District Administrative Director to Associate Director, Rural and Traditional Programs and on to Administrative Services. If it is determined that the equipment should be disposed of or sold, an EMS 7 (rev 1/00) should be completed. Equipment can be sold to individuals, agencies or organizations by advertising or posting items to be sold and selling to the highest bidder. Checks should be made payable to the Alabama Cooperative Extension System and sent with the EMS 7 form to Administrative Services. Remember that the Extension System can not donate equipment to an individual or agency.

Items that are broken, can not be repaired, or are too old can be disposed of by taking them to the dump. This must also be indicated on the EMS 7 form and sent to Administrative Services.

Please refer to the attached page when completing a form for disposal of equipment.