

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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|---------------------|--------------------------------|-----------------|---|
| Chapter 6 | Fiscal Policies and Procedures | Effective: | May 2000 |
| Section 6.6 | General Services | Revised: | September 2008 |
| Policy 6.6.3 | Warehousing | Responsibility: | Assistant Vice President for Business Affairs |

WAREHOUSING

Responsibilities

Warehousing, a Division of General Services, is responsible for the acceptance and storage of Health Science Center furniture, equipment, and records, and the coordination of a surplus furniture and equipment auction, as needed. Because of space limitations, usage requirements, and disposal procedures, departments must group all items to be stored into one of three categories on a [General Services Storage Request](#): (1) Furniture, (2) Equipment, and (3) Records. Do not combine categories on the same storage request.

Furniture and Equipment Storage

Warehousing will provide storage space for Health Science Center furniture and equipment on a "space available" basis for a maximum period of six (6) months. Departments requiring storage space for furniture or equipment should complete a [General Services Storage Request](#) and send the original to General Services. Warehousing personnel will contact the person indicated on the [General Services Storage Request](#) and make arrangements to pick up the items for storage. Time constraints or item size may require the moving services of Custodial Services. If necessary, Warehousing personnel will request that the storing department submit an [Equipment Move Request Form](#) signed by a person authorized to sign on the account number being charged for the move.

Any request for an extension of the time for storage beyond six (6) months shall be justified, in writing, to the Executive Vice President for Business Affairs. Extension requests shall specifically identify the items involved, the reason for the required extension, and the length of time needed.

Records Storage

All records to be stored must be placed in standard record storage boxes that are available in General Stores. Each box must be labeled with box number, date for return to storing department, or disposition date, pursuant to the Health Science Center records retention policy. Only inactive records may be stored. Records that are less than two (2) years old should be kept in the department, as access to them in the Warehouse is limited. Each department is

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responsible for the final disposition of its own records in accordance with institutional policy (see [Section 2.2.1](#) of the *Handbook of Operating Procedures*, “Records and Information Management and Retention”). A [General Services Storage Request](#) should be completed, and the original sent to General Services for processing. Warehousing personnel will contact the person indicated on the [General Services Storage Request](#) and make arrangements to pick up the records for storage.

Surplus Furniture or Equipment Pool

Warehousing maintains a pool of surplus furniture and equipment items, when available. The pool provides maximum use of surplus items by issuing items to departments as needed at no charge.

Submitting Furniture or Equipment to the Pool

Departments wishing to submit surplus items to the pool may submit a [Deletion Request for Obsolete, Unserviceable, Surplus or Cannibalized Property](#) to the Property Manager. Upon approval by the Property Manager, Warehousing personnel will pick up the items and hold them in the surplus furniture and equipment pool until they are transferred to another department or sold at auction, and consequently deleted from inventory by the Property Manager. Items remain on the University’s inventory until transferred to another department or sold at auction and deleted from inventory records by the Property Manager.

Acquisition from the Pool

Warehousing holds all available surplus items in the surplus furniture and equipment pool. These items are available for inspection and acquisition by any Health Science Center department at no charge.

If the surplus furniture or equipment can be used by another Health Science Center department, the transferring department shall prepare an [Equipment Transfer Request](#) with authorized signature and forward it to the recipient department Chair, head, or designee for signature. Upon completion, the [Equipment Transfer Request](#) should be returned to the Warehouse prior to removal of furniture or equipment from the Warehouse. Submit an [Equipment Move Request Form](#) to Accounting/Property Inventory for items

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requiring the moving services of Custodial Services.

Auction

Periodically, General Services/Warehousing will coordinate an auction of surplus items. All items that have not been transferred to another department, and remain in the surplus furniture and equipment pool at the time of auction, will be sold at auction, and then deleted from equipment inventory records by the Property Manager. All income derived from the final disposition of surplus equipment will be deposited into the "Institutional Miscellaneous Income Account".
