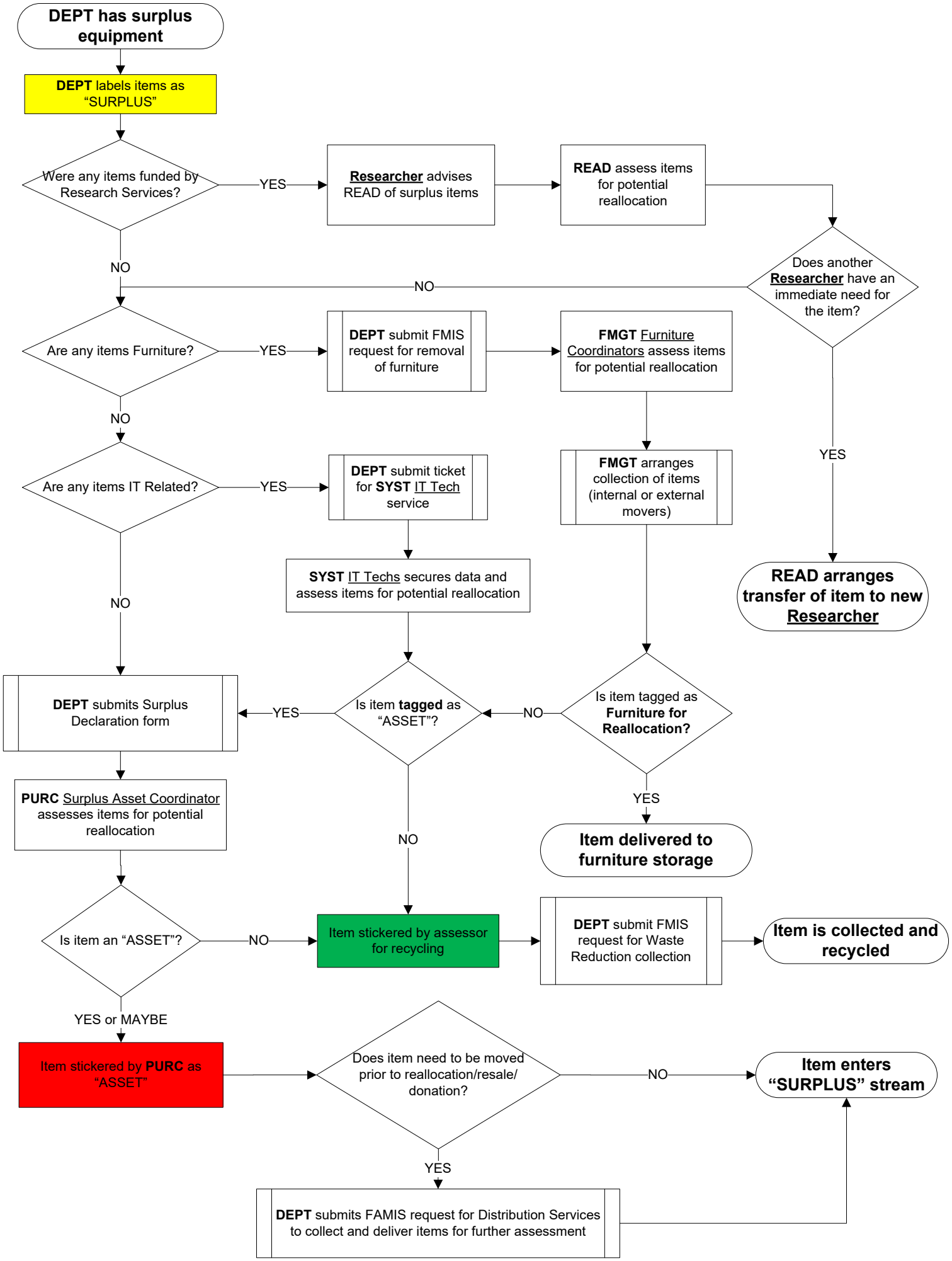
DEPT has surplus equipment
DEPT labels items as "SURPLUS"
Were any items funded by Research Services?
YES
Researcher advises READ of surplus items
READ assess items for potential reallocation
Does another Researcher have an immediate need for the item?
NO
NO
YES
READ arranges transfer of item to new Researcher
Are any items Furniture?
YES
DEPT submit FMIS request for removal of furniture
FMGT Furniture Coordinators assess items for potential reallocation
FMGT arranges collection of items (internal or external movers)
NO
Are any items IT Related?
YES
DEPT submit ticket for SYST IT Tech service
SYST IT Techs secures data and assess items for potential reallocation
NO
DEPT submits Surplus Declaration form
YES
Is item tagged as "ASSET"?
NO
Is item tagged as Furniture for Reallocation?
YES
Item delivered to furniture storage
PURC Surplus Asset Coordinator assesses items for potential reallocation
NO
Is item an "ASSET"?
NO
Item stickered by assessor for recycling
DEPT submit FMIS request for Waste Reduction collection
Item is collected and recycled
YES or MAYBE
Item stickered by PURC as "ASSET"
Does item need to be moved prior to reallocation/resale/ donation?
NO
Item enters "SURPLUS" stream
YES
DEPT submits FAMIS request for Distribution Services to collect and deliver items for further assessment