

UIS Equipment Transfer and Disposal Procedures

Disposals

Disposal of electronic equipment (desktop and laptop computers only) is handled by UIS Information Technology Services. Individual departments must submit a transfer request in **FABweb** to transfer the equipment to UIS Information Technology Services, who will then complete data wiping, internal redistribution, and disposal. The new responsible COA and Org are 4-305002. Step-by-step procedures are attached.

Disposal of non-electronic equipment (anything sent to the UIS surplus building) is initiated by submitting a surplus/disposal request in **FABweb**. Once the request has been completed and approved by the department, it is reviewed by University Property Accounting & Reporting (UPAR) staff. After UPAR staff review and approve the request, they send an Excel spreadsheet to the department representative and the Facilities Scheduling and Services staff. Facilities Scheduling and Services staff will contact the department to arrange for transportation.

Transfers

Transfers between departments are handled by completing a transfer request in **FABweb**. Once the originating and receiving departments have both approved the request in **FABweb**, the property contact of the receiving department must use the "Save to Excel" functionality to create a spreadsheet. To arrange for moving the equipment, attach the spreadsheet to an e-mail and send to Jason Gibson (jgibs4@uis.edu) at Facilities Scheduling and Services. It is your department's responsibility to forward the spreadsheet to Facilities Scheduling and Services. UPAR is not involved in reviewing or approving these transfers.

NOTE: **FABweb** transfers are currently coded to require at least one Tagged/Controlled equipment item, but you can use **FABweb** for any items by first adding a valid PTag and then deleting that PTag from the list after all non-tagged equipment has been added.

Transfers from Surplus

Contact Jason Gibson, Facility Scheduling and Services, at 217-206-6379 or jgibs4@uis.edu, to inquire about available surplus equipment. You will be given a tag number or description of the items. Use the tag number or description to complete an electronic version of the Surplus Equipment Retrieval Form. This form is available at <http://www.obfs.uillinois.edu/forms/equipment-management-surplus/>. Send the form as an e-mail attachment to obfsuafproperty@uillinois.edu. UPAR will forward the approved form to Jason, who will arrange for delivery of the equipment. Once the equipment is delivered, UPAR will update the records in **Banner**.

If you have questions, please contact Janet Ayers at jayers2@uillinois.edu or 312-996-2858, or Jeff Weaver at jweaver2@uillinois.edu or 217-244-7978.