

Redistribution of Surplus Tracking Form

Email completed form and any pictures by saving form to Desktop and submitting as an email attachment to: donna.blunck@drake.edu

Contact Person: _____

Telephone Number: _____

Email Address: _____

Department: _____

Brief Description of equipment, supplies, furniture, etc., to be Redistributed:

Put an "X" in the box below that needs action.

POST REQUEST for Campus Redistribution:

____ POST REDISTRIBUTION ITEMS. Attached are pictures of items (if available) to post to website at: http://www.drake.edu/busfin/information/green_redistribution/green_redistribution_coverpage.php

POSTED CONFIRMATION for Campus Redistribution: Will be assigned by site administrator once posted.

Date Posted: _____ ID Number Assigned: _____

REVISE POSTED ITEM REQUEST for Campus Redistribution:

____ Attached is an updated list of items that should replace ID #: _____

UNPOST REQUEST:

____ UNPOST ID#____ / Item was Redistributed _____ / Item Was Not Redistributed, will Auction _____

NOTE: If Items are not Redistributed on campus within 30 days of the post, then item can be distributed via Auction process found on line at: www.drake.edu/busfin/information . Auctions are open to all Drake employees for personal purchase for 5 business days. If item is not sold, then Auction is open to the public for 3 days. If not sold, then item can be disposed of via donation or trash. The highest bidder within a set timeframe is awarded the item for sale. Departments are responsible to work with the purchaser for transition of the equipment within 5 business days of the sale and to forward a completed Disposal of Equipment form to Business and Finance within 5 business days of the sale.