

**Peru State College**  
**Procedures for Disposal of Surplus Personal Property**  
**per Nebraska State College Board Policy: 7014**

To provide consistent and efficient stewardship of College equipment resources, Peru State College will follow this process to identify surplus equipment and ensure that items of significant value or usefulness are not unintentionally sold or destroyed.

1. When an area director identifies unusable equipment, possible alternative use within that area or other campus areas should be a first consideration.
2. If no campus area has use for the equipment, a "Release to Surplus" form, including item description, serial number, current location and PSC tag number must be completed, signed and sent to [jhopp@peru.edu](mailto:jhopp@peru.edu) or by Campus Mail to Julie Hopp, Administration Bldg 207.
3. If an area needs an item, the area may request Surplus Property by contacting [jhopp@peru.edu](mailto:jhopp@peru.edu) or by Campus Mail to Julie Hopp, Administration Bldg 207. Please make requests in writing.
4. This process is not intended to forestall the surplus process but to enable utilization of equipment that may become available. It is important, however, that useless equipment (i.e., junk, broken items) not be retained on site or sent elsewhere on campus.
5. If items are to be moved to the Surplus Property Room in the Campus Services Building or other storage locations, a Work Order must be initiated through Campus Services. Items will be stored in the Surplus Property Room or other storage locations until they are sold at auction, destroyed or recycled. No storage space is available for temporary storage. All items sent to PSC Surplus Property will be disposed of permanently.
6. If you would like to request an item or would like to be on the list if a particular item becomes available, please send an email to [jhopp@peru.edu](mailto:jhopp@peru.edu). If items become available, they will be redistributed on a first-come, first-serve basis, based on the date of the e-mail or paper request.