

# SWAP UPDATE

April 30, 2015



# Material Appropriate for SWAP

- Salable Non-Hazardous Equipment and Supplies
- Salable, Complete, and Functional Furniture
- Computers & Peripherals Regardless of Condition



# Updates on Items Needing Special Attention

- **Items no longer accepted**
  - Biological safety cabinets, fume hoods, glove boxes
  - Non-functioning, dirty, and/or old appliances
- **Items needing closer inspection**
  - Equipment with fire retardant insulation or fire-rated materials
    - Fireproof safes & cabinets
    - Older lab ovens
  - Equipment with safety-issues and PPE
    - Ladders & scaffolding
    - Broken safety helmets
    - Expired Respirators

# Surplus Property Evaluation for Disposal

## Questions to ask

- Are we done using it?
- Is the equipment or supplies potentially-hazardous?
- Is the equipment usable in whole or in parts?
- Is the furniture complete, functional, and salable?
- Is any equipment inventoried or capital? 144-funded?

# SWAP Surplus Request Form (SRF)

## Surplus Request Form

**Please Note:** SWAP only picks up items from UW Departments and Local State Agencies  
[See Purchasing Policy and Procedures #18 for further information](#)

Is this a Pick-Up or a Drop-Off?

- Pick-Up
- Drop-Off (Please submit this form at least 24 hours before dropping off your items)
- Online Auction - Items on Location

Please complete all information below or your form will not be processed.

Contact Name:

Phone number:

E-mail:

Department:

Building Name/Street Address and Room Number:

Location of items (if different from above):

MDS Account Number:   
(required)

The University can only return the net proceeds from the sale of these items to your department if the following statement is true:

The assets being sold were originally purchased with grant or gift funds, OR the assets being sold are being replaced, OR they have recently been replaced, OR the functionality has been replaced.

- True
- False



# SRF and Capital Equipment Disposal

## Description of Equipment

Qty.	Description of Equipment	Description of Equipment Condition	Mfr's Serial / UW Inventory Number	Suggested Current Value	Originally 144 Funds (Y/N)	Funding String (144 Funds Only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes	<input type="text"/>

# SRF and Capital Equipment Disposal

## Manufacturer's Serial Number and/or UW Inventory Number

- SWAP enters the number into the Property Control system and changes the classification to Inactive – Transferred to SWAP
- Failure to provide this information may result in the asset remaining on your department's inventory until the next physical inventory or audit.

# SRF and Capital Equipment Disposal

## 144-Fund Number

- For projects associated with a Federal grant or contract
- Yes? SWAP will secure a release from RSP prior to pick-up
- Not sure? Be sure to enter UW Inventory Number



# SRF and Capital Equipment Disposal

☐ I understand that:

- I am fully responsible for identifying each asset purchased with grant or gift money.
- I am required to provide any University of Wisconsin asset decal numbers, equipment serial numbers, and ALL FEDERAL IDENTIFICATION numbers regardless of the original purchase price.
- 144-funded items should be stored in a secure area before pick-up and will not be picked up until released by Research and Sponsored Programs (RSP)
- Any potential funds returned to the department that have been sold through Surplus With A Purpose (SWAP) are the responsibility of the department to determine where those funds are to ultimately be returned to.

**\*If you checked "Yes" stating that an item was originally purchased with 144 funds, you must provide the funding string for that item.**

Please print a copy of this form for your records and press SUBMIT.

SUBMIT

# Exceptions to Standard Disposal Routes

- **Contact Property Control Directly PRIOR to Disposing of Inventoried (Capital) Equipment Via:**
  - Transfer or sale to another Institution or state agency
  - Trade-in
  - Returning to Vendor
  - Cannibalization
  - Waste and Recycling – Contact SWAP with any questions
  - Disposal through Safety
  - Donations – Contact SWAP for assistance

# Going Forward

- **Current Disposal Challenges on Campus**
  - Inventoried (Capital) Equipment not consistently removed from inventory prior to disposal
  - Uncontrolled storage waiting for disposal
  - Timeliness of SWAP pick-ups
  - Lack of clear policies and procedures for disposal

**A workgroup is being formed to  
address these issues**

# Questions or Comments?

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