

FAQ

Frequently Asked Questions

1. What can I expect to find?

Due to the reduced space available in the Surplus location, there are limited desks, file cabinets, bookshelves and other types of shelving, chairs, tables available. However, office supplies such as hanging file folders, 3-ring binders, staplers/staples, hole punchers, binder clips, wall décor/pictures, bulletin boards/white boards, power strips, and desktop organizers are always available. Specialty items such as lab and medical equipment or office machines are more random.

2. How do I send items to Surplus?

Items that can be repurposed by others at UT (New to Fair condition) may be delivered to Surplus by following the below steps:

- a. Complete the internal Remove an Item form on our Surplus web page.
- b. If required, complete the internal [Asset release form](#).
- c. If needing to utilize the University's [approved movers](#).

3. How do I know the condition of the item I want to send to Surplus?

We have provided the below definition of conditions to use as a guide.

Brand New: The item has never been used; it remains in the original manufacturer's packaging and is immediately ready for repurposing upon arriving at Surplus.

Very Good: An item that has had limited use and looks fairly brand new. There could be minimal wear/imperfections on the exterior however all facets of the item are intact and the item is ready for repurposing upon arriving at Surplus.

Good: An item that has been used although remains in good condition. The item is expected to have minor cosmetic damage including scuffs, scratches, and may need to be cleaned upon arriving at Surplus and prior to repurposing.

Fair: An item that can be cleaned, it has cosmetic defects although it is still in good condition. The item has stains, scratches, scuffs, dents, cracks, small tears or other imperfections. After being cleaned, the item can be repurposed within the university.

Poor: An item that has some life left and is not broken. After being cleaned the cosmetic defects do not allow for repurposing within the university, however the item could still be of value to other 501C3 entities if distributed through the proper channels.

Unusable: An item that is broken and with or without major intervention has only scrap value left. Please dispose of yourself.

Definition of Usage:

General: An item that is not specific to a particular purpose and can be used by almost anyone. Examples include: chairs, desks, file cabinets, office supplies, lockers...

Specialized: An item that is specific to one particular purpose. Examples include: lawn equipment, lab equipment, radiology equipment.....

4. How do I obtain items from Surplus?

Since Surplus has gone “virtual”, for larger items (desks, chairs, tables, etc.) you may wish to complete the Looking for an Item form on the Surplus web page. For smaller items or to just visit Surplus Property, make an appointment to by contacting the current supervisor (see web page). We will meet you at our storage space location where you will sign in and browse the space for departmental needs. You may stage you items at the counter for consolidation to tag for later pickup. All tagged items will be "reserved" in your name for 15 days. If you need to utilize the University's [approved movers](#) to transport the item(s) to your office. Surplus does not have any moving capability.

5. Can I purchase items for personal use?

Per the Ohio Revised Code, [section 125.13](#), employees are prohibited from removing state funded property from campus for personal use. Employees and student workers are prohibited from purchasing university equipment offered for public sale or auction.

6. Is there temporary storage available?

Surplus does not have any temporary storage area. Storage is currently offered from the campus [approved movers](#), Onieda.

7. Does Surplus accept computers?

Surplus does not, you must [contact IT](#), through use of a Help Desk ticket.