

<b>University Of Massachusetts Lowell</b>	
<b>Date: July 01, 2001</b>	<b>Section:2.6</b>
<b>Subject: Equipment, Disposition/Disposal</b>	

1. All equipment items serviceable, repairable or unusable that become excess to a department's needs shall be reported to the Property Office for redistribution or disposal. Items so reported may be: (1) reissued to another department on campus, (2) used as a trade-in to offset the acquisition cost of a purchase of like equipment, (3) transferred to another state agency, or (4) declared surplus through State Surplus Property as items no longer capable of serving the purpose for which they were obtained.
2. Please see the University of Massachusetts Lowell Property Office Web Site at [www.uml.edu/Dept/property](http://www.uml.edu/Dept/property) for complete information and downloadable forms.