PROCEDURE LIT.4.04.07
DISPOSAL OF PROPERTY

SCOPE: Faculty and Staff

1. A disposal of an inventory item must be approved by the department and the Property Manager.

    1.1. The disposal form must be submitted and completed.

    1.2. The property tag must be removed by the Property Manager before disposal by campus. Information Technology items are sent from the department only with approval and are then held for palletization, if appropriate.

2. IT disposals

    2.1. IT personnel make the determination if IT inventory items should be disposed and submits to the Property Manager a list of items to be disposed.

    2.2. IT staff preps the item for disposal.

    2.3. IT will initiate a disposal request via the Disposal form and send the form to the Property Manager.

    2.4. The Property Manager will go and collect all information from the item.

    2.5. A ticket is submitted to the Facilities team to pick up the IT disposals that have been approved.

    2.6. Facilities will hold IT disposals on campus.

    2.7. The location and responsible party are updated when Facilities picks up the item(s) from IT.

    2.8. A palletization and pick up/disposal process will be completed.

        2.8.1. Frequency depends upon the number of disposals from IT

        2.8.2. Under direction of Property Manager, the Facilities team and the Property Management team will work together to remove tags and palletize IT-related items to be picked up by the Texas Department of Criminal Justice.

            2.8.2.1. Once pick-up is complete, Facilities will notify the Property Manager,
            2.8.2.2. the disposal is processed as of the pick-up date.

3. Non-IT disposals

    3.1. The Disposal form is completed and approved by the property custodian (with department head approval).

    3.2. The Property Manager removes the tag from the asset for disposal.

        3.2.1. A physical plant work order is submitted if needed.

    3.3. The disposal is processed once the Property Manager receives confirmation of actual disposal.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents: Disposal Request/Approval Form

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
Reviewed:
Revised: