General Questions & Information

- **What is Property Control Public Store?**
  The sale of property & equipment owned by the University of Oklahoma that is no longer needed or used by the University.

- **Where is Property Control located & when our days of sales?**
  2101 W. Tecumseh Road Suite B Norman (see website for day & hours of operation)
  [www.ou.edu/property_control](http://www.ou.edu/property_control)

- **Who can purchase items from Property Control Public Store?**
  The general public.

- **Why do items purchased at the Public Store have to be picked up the next business day?**
  Items purchased are to be picked up the following business day due to the high volume of items coming into Property Control & guidelines to be followed by the University.

- **Can Items that are no longer used by the University or sold to the Public be donated to the homeless?**
  Items can only be transferred to a State Agency.

- **How does Property Control decide the pricing of items going into the Public Store?**
  Management researches items from various websites to get the average price listing.

- **Why does my department have to be involved in Validation of Inventory?**
  Every department that has items that are $5,000.00 dollars or over on their inventory must be validated & reported to the State.

- **Why does $5,000.00 equipment & property have to have a inventory tag?**
  Equipment & property over $5,000.00 is assigned a barcode number so items can be tracked for Inventory of Validation & reported to the State each year.

- **Why does my department only have five business days to have hold items picked up from Property Control?**
  Due to the high volume of items delivered to Property Control, five business days is as long as items can be held for departments.

- **Why do I have to give Property Control my Account number when getting an item for my department?**
  Property Control tracks items that departments take to use for their departments.
- **Who may I contact for vehicle title information?**
  Property Control office at 325-2782

- **Who do I contact when a department is taking a vehicle out of the country?**
  First, complete the Title Request form, then call property Control at 325-2782 to schedule a time. The entrusted individual will complete the form at the Property Control office.

- **Who may I contact for disposing a University vehicle?**
  Contact Fleet Services at 325-1795

- **How does the University dispose of vehicles?**
  Property Control will decide the most cost effective method of disposing the vehicle. The condition and mileage of the vehicle will determine its value. Property Control will use a Sale Bid, the Property Control Public store or Ebay to dispose of University vehicles.