Transferring equipment and supplies to Property Control

Equipment and supplies, regardless of the condition or estimated value, that is no longer needed by a department should be transferred to Property Control for disposal once the proper paperwork has been finalized (see Forms – Declaration for Property). Items with a value over $5,000.00 that are transferred to Property Control require a Changes of Status Form (see forms) completed in advance by the department, signed by the director, chair or authorized representative so that the item can be removed from their departmental inventory records. If the items being transferred contain hazardous materials (asbestos, batteries, Freon, fluorescent bulbs, oil, mercury, unknown substances, etc.) the department is responsible for contacting the OU Environmental Health and Safety Office at http://www.ou.edu/ehso/ or (405) 325-5147 for evaluation of the item(s). The item(s) must be cleared by EHSO before Property Control can receive them.

Note: Property Control will not accept items containing hazardous materials. If items are transferred to Property Control and later found to be containing hazardous materials, the department will be charged for the removal of these items.