A department may wish to have equipment, furniture or fixtures removed from their office. Or a department may wish to obtain certain furniture or fixtures. Follow the procedure outlined below:

**Disposal/Transfer**

Complete the Disposal Transfer form that can be found on the Purchasing website [http://uhaweb.hartford.edu/purchase/forms.htm](http://uhaweb.hartford.edu/purchase/forms.htm). Forward the Disposal/Transfer form to Purchasing for disposition.

- Transfers-Purchasing will approve the Disposal/Transfer form with minimum delay. Arrangements for transport between departments can be made by e-mailing Facilities.
- Disposal - Purchasing will seek a ‘home’ (other avenues) for the items. If none can be found within an agreed upon time frame, Purchasing will forward their approval to the requestor and Facilities. The requestor will then make arrangements for Facilities to dispose of the item(s).

**Other Avenues for Disposal**

For your convenience, the Purchasing Department has initiated a “Deals” web page (http://uhavax.hartford.edu/~purchase/surplus.htm) that will list the furniture and equipment departments have available. Complete the Disposal/Transfer form and send to Purchasing. (Pictures are requested.) Items can be posted for no more than three months, after which time the notice will be removed. To list your items, complete the Disposal/Transfer form found on the Purchasing web page and fax to 5452 or e-mail it to Purchasing. Arrangements for transport between departments can be made by e-mailing Facilities.

We also maintain a “Department Wish List” for departments who have a need for certain pieces of furniture or equipment. The list contains the type of furniture and equipment, desired, plus a contact. To list your requirements, send your needs to Purchasing. Arrangements for transport between departments can be made by e-mailing Facilities.