

Institutionally Paid Transfers to Surplus Property

In FY2017, the cost of transferring obsolete and unused capital and controlled assets to Surplus Property will be subsidized by Administration and Finance, the Division of Research, and the Division of Academic Affairs. The purposes of this pilot program are to reduce the number of items reported as missing/lost and to better utilize campus space.

1,000 mover-hours (one person for one hour) will be paid institutionally. Mover-hours have been allocated by College based on the total assets owned by the College as of August 24, 2016.

FY2017 Mover Hour Allocation	
College/Division	Allocation
Academic Affairs	50
Administration and Finance	126
Architecture	9
College of the Arts	28
Business Administration	53
Chancellor/President	17
Education	30
Engineering	115
Graduate College of Social Work	9
Honors College	4
Hotel and Restaurant Management	12
Law Center	29
Liberal Arts and Social Sciences	89
Library	39
Natural Science and Mathematics	140
Optometry	48
Pharmacy	23
Research	58
School of Nursing	3
Student Affairs	52
Technology	56
Univ Marketing, Comm & Media Rel	3
University Advancement	8

General Information

- Property Management will track hour allocation use by College/Division. Unless a Department specifies that they are not using their College/Division allocation (self pay), hours will be utilized on a first-come, first-serve basis for departments within a College.
- Departments should continue to provide cost center information in their Surplus Property Transfer Request Form in the event that the transfer exceeds the hour allocation for the College/Division.
- To ensure maximum benefit from mover-hours, a minimum of 10 items must be included in transfer requests.

Surplus Transfer Process

Surplus transfer procedures are at http://www.uh.edu/finance/pages/PM_Website.htm. The only change in the current process is when departments submit the Surplus Property Transfer Request Form to Property Management to obtain a work order, the Department will identify their College/Division in their request. Property Management will use a Finance cost center for the cost of mover-hours on the work-order, and will maintain a worksheet of mover-hours allocated and used by College/Division.