

Building Moves -- Surplus Hint Sheet

UK Surplus Assistant Director Jeff Carmickle has suggested that it is never too early to start with the Surplus Property process. They can meet to consult about and help plan for impending moves. Before the moves in 2026, all offices must be completely emptied out. Nothing can be left in any office. If you are not taking it, SURPLUS it. Below are some helpful hints regarding UK surplus:

1. **Surplus Form Link:** [SurplusPropertyPickupForm](#) This will put the form in your download folder. If windows security stops it, just say “ok” and let it go through. It can also be found on the UK Forms site <https://www.uky.edu/eForms/alphaindex.php?startswith=S>.
2. **FURNITURE** – Large furniture items must be disassembled (ie: A desk with a left or right return would need to have the return disconnected.) *Rule of thumb, if it can't be moved with a two-wheeled dolly as it is, it needs to be disassembled.* If your area is not capable of doing this type of handiwork you will need to put in a Facilities Work Order via myUK so this work can be scheduled. Furniture does not typically have a UK Asset Tag so see the example below for filling out the form:

UK Property Tag #	Current Net Book Value in eBARS	Purchased on a GRANT? (Yes/No)	Dept. #	Description of Property (Please include each item's Brand, Serial Number, and Model Number)	Quantity	Does item work? (Yes/No)	Data wiped? (Yes/No, OR N/A, if not capable of electronic data storage)	OPTIONAL Cost Center OR Crothall Tag number (optional, unless required by Unit)	Bldg. # (Speed Sort)	Room #
N/A	N/A	no	81000	6 ft Desk	1	yes	N/A		0064	240
N/A	N/A	no	8100	Desk Return	1	yes	N/A		0064	240

3. **COMPUTERS or TAGGED ITEMS:** Computers must be completely erased or have the hard drive removed and turned over to college IT for hard-drive shredding. The Computer Accounts Cleaning Form is located here <https://hr.uky.edu/sites/default/files/eForms/computerclean.pdf>
4. This form must be attached to any computers.

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J100200	\$ 300	no	81000	Dell Laptop	1	no	yes		0064	240
A123456	\$ 1	no	81000	Nikon 430 Camera	1	yes	n/a		0064	240

5. **FORM COMPLETION** – All items to be removed must be listed on the form. If it is not on the form, it will not be picked up.
6. Once completed, instruction on the form tell you to email it to surplus@uky.edu. It is HIGHLY RECOMMENDED to mark this email as URGENT and request a READ RECEIPT.

Federal Excess Property follows a completely different process: email uofkyfepp@uky.edu.