3-06/060.00 - Salvage Fixed Assets

The Department may procure surplus fixed asset equipment from the salvage yard administered by Internal Services Department. Units may request items from surplus by submitting a SH-AD-32A to Fiscal Administration. The request shall, when possible, contain information relative to what would be acceptable (e.g., color, size, make, etc.), the quantity required, justification of the need, room number or location of assignment, telephone number, and name of the representative to contact should questions arise.

Unit personnel are not to contact Internal Services Department regarding salvage items unless instructed to do so by Fiscal Administration.