

SURPLUS PROPERTY PICK-UP REQUEST FORM

Complete all boxes and return form to SWAP.

1061 Thousand Oaks Trail, Verona WI. 53593, Fax (608) 497-4423, Web: <http://www.bussvc.wisc.edu/swap>

Submitted by:

Name:
Address:
Building Name/Number:
Telephone Number:
Date Request Sent To SWAP:

UDDS:
Department Name:

MDS Account Number:

(Required for any applicable credit to be processed.)

Location of Materials: Yes/No

Loading Dock/ Ground Level	Y <input type="checkbox"/> N <input type="checkbox"/>
Central Location	Y <input type="checkbox"/> N <input type="checkbox"/>
Remote Locations	Y <input type="checkbox"/> N <input type="checkbox"/>

Location of Materials if not in same building

Notes:

DESCRIPTION OF EQUIPMENT

The University can only return the net proceeds from the sale of these items to your department if the following statement is true:

The assets being sold were originally purchased with grant or gift funds; OR the assets being sold are being replaced; OR they have recently been replaced; OR the functionality has been replaced.

True	<input type="checkbox"/>
False	<input type="checkbox"/>

Quantity	Description of equipment and condition	Mfr's Serial / UW Inventory Number	Current Value	Original Purchase Price	Original Purchase Order / Req. Number

Additional Comments: _____

For information on what SWAP will accept for pick-up, please read the back of this form.

The department should retain a copy and send the original directly to SWAP

SWAP Background Information

SWAP is a designated agent for reselling and disposing of surplus property generated by UW-Madison and Madison area State agencies. Agencies are not authorized to dispose of surplus property unless they meet certain sales and reporting requirements of the Department of Administration, or unless they dispose their property through SWAP. (State Procurement Manual Pro-F-3)

A detailed description of SWAP policy can be found in UW Purchasing Policy and Procedures #18, available on the SWAP web server at: <http://www.bussvc.wisc.edu/>

SWAP Materials Collection

SWAP collects all reusable, repairable or salvageable surplus equipment from state agencies in the Madison area. SWAP will **NOT** collect items unsafe to handle nor intended for recycling or disposal by another State department. The list below is a guide to what SWAP will collect. If you are unsure whether or not SWAP should pick-up your materials, contact SWAP and we will help you.

Computer monitors require a \$10.00 recycling fee, which will be charged to your MD account number. Large quantities of monitors must be neatly palletized, on a standard four way pallet, with cardboard between layers, shrink wrapped and the contents clearly labeled to be accepted. CPU's, printers and other computer-related equipment must not be mixed in with monitors or the shipment will be refused. SWAP reserves the right to refuse any drop-off's not accompanied by a Surplus Property Pick-Up Form, or any inappropriate material.

Items Collected by SWAP

Complete this form and submit to SWAP for pick-up

- * **Durable** goods
- * All **computer** equipment, regardless of condition or age
- * All **office supplies** (please sort)
- * All office **furniture** (e.g., desks, chairs) regardless of condition
- * **Clean, reusable lab equipment & labware**
- * **Books**
- * **Tools** and hardware
- * **Electrical** equipment, including motors
- * **Working Appliances**
- * Miscellaneous materials usable for art projects

Items NOT Accepted by SWAP

Contact SWAP for alternative disposal option

- * **Non-Working Appliances** (White goods) Refrigerators, TV's, Microwaves, Stoves, Freezers, Air Conditioners, etc.
- * **Disposable** goods
- * Contaminated **labware**, equipment and any item with a **radiation** sticker
- * Plate **glass** (handling hazard)
- * **Chemicals**, including empty bottles, jars, surplus lab chemicals, surplus industrial chemicals, janitorial chemicals and cleaners
- * Any equipment with **asbestos**
- * **Paints**, paint removers
- * **Batteries**, lighting ballast's
- * Computer **software** (SWAP erases all software from the computers it collects)

SWAP Assistance

For more information and assistance with SWAP, contact us at:

World Wide Web: <http://www.bussvc.wisc.edu/swap>
Electronic Mail: swap@bussvc.wisc.edu
SWAP direct phone line: (608) 497-4440
Address: 1061 Thousand Oaks Trail, Verona, WI 53593