**What To Do When You Have Surplus Property……**

Surplus Property is any state-owned property, such as equipment, materials, supplies, books, printed matter, buildings, and other property, that is obsolete, unused, not needed for a public purpose, or ineffective for current use. If you have surplus property please send an email to surplus@winona.edu. Do not send surplus emails to individual emails.

**Step 1**

Send email to surplus@winona.edu . Information to include in email:

 1a. Brief description and quantity of item(s). If the item(s) have a measurable dimension, please include those measurements in the email. Measurement of items should include Width x Depth x Height. Please include physical condition of item, i.e., poor, fair, good, like new.

 1b. Picture. Please make sure picture sent is in .jpg format. If a picture cannot be sent, surplus department will set up a time to take a picture.

 1c. Cost center. If an item is sold on the Winona State Surplus Website, which cost center receives the funds?

 1d.Contact information:

1. Name of contact person
2. Email
3. Phone number
4. Asset number if applicable
5. Physical location of item

**More information:**

 2a. **Do not** put item in hallways. It is the responsibilities of the contact person to store the surplus item until said item has moved through the Surplus Property Channels.

 2b. Please provide backup contact information if the primary contact person is not available to show the item.

 2c. Please let surplus@winona.edu know if the item has been claimed.