

Department of Chemistry and Chemical Biology
Inventory Control Procedures for Non-Computer Equipment
Updated on 11/22/2002

I. Procedures for Inventory Control

a) Receipt of Non-computer equipment (over \$1000.00) intended for use on University property: Such equipment will arrive at the Chemistry Stockroom. Upon arrival, the Stockroom attendants (in conjunction with the Stockroom Supervisor) will prepare the equipment for distribution, will make the delivery to the applicable recipient and contact Property Management who in turn, will tag the equipment.

b) Disposal of surplus equipment (obsolete or non-functioning equipment): To dispose of such equipment, contact Rich Kenny (contact information listed below). He will complete the Property Management Equipment Disposal Form (a copy of this form is located on this website) and will coordinate the disposal with Material Services.

II. Supplemental Information and Materials

- 1) Property Management Equipment Transfer / Disposal Form
- 2) Material Services Surplus Disposal Request Form

Contact Information:

- 1) Rich Kenny, Room 142 Wright Reiman Labs, Busch Campus 5-2623
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