



## OSU Surplus Department Frequently Asked Questions

### **Where is the OSU Surplus Department located?**

OSU Surplus Department is located at 2650 Kenny Road, Columbus, Ohio 43210 inside the Stores and Receiving Building (#381) on the east side of the building at the end of the loading docks. Take the stairs up to the door labelled Surplus; ring the doorbell for assistance.



### **What materials should be sent to OSU Surplus Department?**

All OSU retired assets (furniture, electronics, laboratory and medical) should be sent to the OSU Surplus Department for disposal.

### **How do I dispose of old equipment?**

You should create a Disposal Request (DR) in the [Surplus Property Management System](#). Most departments have an approved equipment coordinator responsible for this task.

How do I [obtain approval to submit a DR](#)?

### **Does the OSU Surplus Department pick up surplus materials?**

OSU Surplus Department will schedule and pick up approved disposal requests at no cost to the department within 5 to 7 business days.

### **Can items be purchased from the OSU Surplus Department?**

Anyone can purchase items from the OSU Surplus Department

- OSU Surplus Department is open for public sales on the third Tuesday of the month from 8:00a.m. - 3:30p.m.
- Online auction through [govdeals.com](http://govdeals.com)

### **Are departments and colleges permitted to transfer items from the OSU Surplus Department?**

Departments and colleges may come to the OSU Surplus Department on the first Monday of the month from 8:00a.m. - 3:00p.m. to look for items to transfer back to their departments. Transfers are done through a \$0 eRequest. It is the responsibility of the department to arrange transportation for transferred items.