The mission of Property Surplus is to ensure that the surplus property generated by Northern Arizona University will be handled in a manner that both maximizes the return to the University and meets applicable disposal requirements.

Property Surplus
NAU-PropertySurplus@nau.edu
928-523-4163
PROPERTY SURPLUS STAFF

Deborah Russell-Kelly
Business Manager
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523-6391

Kenneth "Ken" MacFerren
Stock/Inventory Assistant
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523-6097

Cullen Levitt
Materials Handler
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523-6393

Ken and Cullen
LOCATION OF PROPERTY
SURPLUS
BLDG. 77
LOCATION OF PROPERTY SURPLUS
BLDG 077 FACILITY SERVICES

Property Surplus accepts cash and check with ID only.

NO Credit Cards!
A Property Control Authorization Form is required for all Departmental transfers and transfers to Property Surplus.

The PCA form can be found at [https://www5.nau.edu/prop/pca/](https://www5.nau.edu/prop/pca/)

How to Complete the PCA Form

The [PCA form](https://www5.nau.edu/prop/pca/) can either be printed and filled in by hand, or the information can be typed in the appropriate fields and then printed.

When transferring equipment to Surplus; Fill out the PCA form, print, and have whoever is designated sign as the releasing department and then call 523-4163 to schedule a pick-up or drop-off or e-mail your request with the form to Property Surplus at [NAU-PropertySurplus@nau.edu](mailto:NAU-PropertySurplus@nau.edu).
CAMPUS SERVICES

- NAU employees are not allowed to give or throw away university property.

- Call or e-mail Property Surplus during normal business hours to schedule a pick-up or drop-off time.

- University's Moving Crew

- Department Purchases: Property Surplus provides a cost-effective alternative to purchasing new products.
ITEMS THAT CANNOT BE TAKEN BY PROPERTY SURPLUS

- **Telephones** (must be returned to Telecomm).
- **Mattresses and bedding.**
- **Weapons and ammunition** (must be taken to NAUPD)
- **Any hazardous/flammable materials** and equipment without an ORC Equipment Release Form.
- **Food, drugs and alcohol.**

**NOTE:** Please contact Property Surplus for correct disposal procedures of the above items.

Property Surplus can send used toners, light bulbs and batteries to the proper disposal sites on campus.
RECYCLE FEES

- Refrigerators
- Tube Tvs
- CRT Monitors
ABANDONED BIKE SALE

Before and After

NORTHERN ARIZONA UNIVERSITY
PUBLIC SURPLUS

• Government “eBay” for government agencies to post.

• Auction site
  Anyone can purchase

• Reaches a larger market

http://www.publicsurplus.com/
ITEMS RECENTLY LISTED ON PUBLIC SURPLUS
LIKE US ON FACEBOOK!

NAU Property Surplus

Over 5,000 Likes