Procedures for Inspecting and Obtaining Surplus Property from Storage

Items appearing on this webpage are classified as surplus property. Therefore, they are available for use by other departments for use in performing University of Houston related business on a first come, first served, "as is", basis. Please contact Raymon Matthews (ext. 38759) in the Property Management Department to make arrangements to inspect any items that you may be interested in obtaining.

In order to take possession of surplus property, departments will need to complete a PRP-1A Form identifying those items that they want transferred into their custody. No property will be transferred until the PRP-1A Form, and the related Physical Plant Work Request, has been properly completed, including any required signatures. All capital and controlled assets transferred to a department will become part of that department's property inventory, once the PRP-1A Form has been processed and the items have been removed from the surplus property storage area and relocated to the department.