

## Institutionally Paid Transfers to Surplus Property

In FY2019, the cost of transferring obsolete and unused capital and controlled assets to Surplus Property will be subsidized to help reduce the number of items reported as missing/lost and to better utilize campus space.

Approximately 330 mover-hours (one person for one hour) will be paid institutionally. Mover-hours have been allocated by College based on the total assets owned by the College.

| <b>FY2019 Mover Hour Allocation</b> |            |
|-------------------------------------|------------|
| College/Division                    | Allocation |
| Academic Affairs                    | 15         |
| Administration and Finance          | 40         |
| Architecture                        | 5          |
| College of the Arts                 | 10         |
| Business Administration             | 15         |
| Chancellor/President                | 5          |
| Education                           | 10         |
| Engineering                         | 35         |
| Graduate College of Social Work     | 5          |
| Honors College                      | 5          |
| Hotel and Restaurant Management     | 5          |
| Law Center                          | 10         |
| Liberal Arts and Social Sciences    | 30         |
| Library                             | 10         |
| Natural Science and Mathematics     | 45         |
| Optometry                           | 15         |
| Pharmacy                            | 10         |
| Research                            | 15         |
| School of Nursing                   | 5          |
| Student Affairs                     | 15         |
| Technology                          | 15         |
| Univ Marketing, Comm & Media Rel    | 5          |
| University Advancement              | 5          |

### **General Information**

- Property Management will track hour allocation use by College/Division. Unless a Department specifies that they are not using their College/Division allocation (self pay), hours will be utilized on a first-come, first-serve basis for departments within a College.
- Departments should continue to provide cost center information in their Surplus Property Transfer Request Form in the event that the transfer exceeds the hour allocation for the College/Division.
- To ensure maximum benefit from mover-hours, a minimum of 10 items must be included in transfer requests.

### **Surplus Transfer Process**

Surplus transfer procedures are at [http://www.uh.edu/finance/pages/PM\\_Website.htm](http://www.uh.edu/finance/pages/PM_Website.htm). The only change in the current process is when departments submit the Surplus Property Transfer Request Form to Property Management to obtain a work order, the Department will identify their College/Division in their request. Property Management will use a Finance cost center for the cost of mover-hours on the work-order, and will maintain a worksheet of mover-hours allocated and used by College/Division.