Email or Notice of Change in Movable Equipment Form is completed by the Department and sent to Asset Management. Emails can be sent to N.O. Inventory noinv@lsuhsc.edu.

Location of item is noted or changed in Asset Management system during sanitization period.

Asset Management schedules date and time to pick up surplus and scrap items. No item that may have data storage capabilities will be picked up unless a sanitization label is attached.

Location of item is noted or changed in Asset Management as items are being moved for Surplus or Scrap.

Asset Management requests for Louisiana Property Assistance Agency (LPAA) approval to Surplus or Scrap. Certificate of Data Sanitization is attached to all transfer requests.

After approval from LPAA Transfer # is written on Certificate of Data Sanitization. A copy is scanned and emailed to LPAA and IT administrator.

Item(s) are scheduled for pickup by LPAA for Surplus or disposed of if Scrapped. A copy of the Certificate of Data Sanitization is given to the LPAA driver during pickup.

Item is noted for retirement/disposal after completion of Surplus or Scrap.