Vanderbilt University Surplus and Storage Directions

FURNITURE, EQUIPMENT, COMPUTER, AND ELECTRONICS SURPLUS
The Sustainability and Environmental Management Office (SEMO) manages a surplus program for unneeded items within the University. To send items to surplus, follow the steps below:

All surplus property must follow the Vanderbilt Procurement Policies and Procedures ("Surplus Property" on page 47).

1. If the equipment has stored data such as a desktop computer, laptop, smartphone, etc., it should have hard drives cleaned of all personal and confidential information prior to requesting a surplus collection. VUIT provides Scrubbing Tools to assist with this process.

2. If the surplus property was purchased with grant funds, the department must contact the Office of Contract and Grant Accounting (ocga-postaward@vanderbilt.edu, 615-343-6655) to determine whether the property is owned by Vanderbilt. If the property is not owned by Vanderbilt, it cannot be sent to VU surplus. If the property is owned by Vanderbilt, then proceed to step 3.

3. If the surplus property is a tracked asset or capital equipment (i.e. initial purchase value of $5,000 or more), a Property Transmittal Form (PTF) must be completed by the department that owns the property. The PTF should then be sent to VU Finance and SEMO (scan and email to capitalassets@vanderbilt.edu and recycle@vanderbilt.edu).

4. If the surplus property is not a tracked asset or after the PTF has been approved by VU Finance, call Service Information Systems (SIS) at 615-343-9675 or fill out a Facility Request Form to request a collection of surplus property or electronics for recycling. All electronics recycling collections are completed at no cost.

Please contact SEMO with questions at recycle@vanderbilt.edu or 615-343-2784 (34E.ARTH).

FURNITURE AND EQUIPMENT STORAGE
Departments should contact one of the off-campus, turnkey vendors below for short or long-term storage. VU Division of Administration does not offer storage services due to space limitations on campus. All vendors below will collect your items, provide storage, and then deliver the items back to you when needed.

- Alfred Williams: 410 S. Salisbury Street, Raleigh, NC 27601
- UPS: 2817 West End Ave, Nashville, TN 37203
  (615) 327-0407, https://nashville-tn-2975.theupsstorelocal.com/
- Graebel: 225 Industrial Boulevard, La Vergne, TN 37086
  (615) 793-4600, http://www.graebelmoving.com/cities/nashville/

FILE STORAGE
For file storage, contact the Vanderbilt Library Archives at archives@vanderbilt.edu or 615-322-2807.