

## Excess Redeployment to Campus



**DUE TO COVID-19: BEGINNING 3/16/20, THE SURPLUS WAREHOUSE IS CLOSED FOR DEPARTMENT SALES**  
SEE [WEBSITE](#) FOR UPDATES

Excess Redeployment, or Department Sale, is the process of moving items listed as surplus in the warehouse back out to an active status on campus.

### Shopping the Warehouse

All departments are allowed to shop at the Surplus Warehouse, and calling ahead is recommended to ensure staff availability.

When departments come to the warehouse they should let the Authorized Signor from the department know ahead of time so they can be expecting an approval e-mail.

- The warehouse associate will create an invoice showing the items that have been chosen (*the department is never charged for the items*).
- The invoice/order must be approved by an Authorized Signor for the department via an e-mail link which is similar to the e-mail an approver would receive for a disposal request.

### Moving Items from the Warehouse

There are three options to move your items out of the Surplus Warehouse:

1. Take the items with you
2. Have the UAB movers deliver to your department
  - a. Will be scheduled by the warehouse
3. Use an approved UAB vendor
  - a. Purchasing has a list of approved movers