

DEPT has surplus equipment



FMGT arranges collection of items (internal or external E

DEPT submits Surplus Declaration form

PURC Surplus Asset Coordinator assesses items for potential reallocation

Is item an "ASSET"?

NO

Item stickered by assessor for recycling

DEPT submit FMIS request for Waste Reduction collection

Item is collected and recycled

YES or MAYBE

Item stickered by **PURC** as "ASSET"

Item enters "SURPLUS" stream

DEPT submits FAMIS request for Distribution Services to collect and deliver items for further assessment