

Institutionally Paid Transfers to Surplus Property

In FY2025, 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 227 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.

FY2024 Mover Hour Allocation	
College/Division	Allocation
Administration and Finance	33
Architecture	2
Business Administration	10
Chancellor/President	5
College of Medicine	3
College of Nursing	1
College of the Arts	3
Education	4
Energy & Innovation	1
Engineering	32
Global Hospitality Leadership	2
Graduate College of Social Work	3
Hobby School	1
Honors College	1
Law Center	3
Liberal Arts and Social Sciences	17
Library	4
Natural Science and Mathematics	35
Office of the Provost	11
Optometry	12
Pharmacy	8
Research	11
Student Affairs	9
Technology	13
University Marketing, Communications & Media Relations	1
University Advancement	2

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 [Property Management Guidelines - University of Houston \(uh.edu\)](https://www.uh.edu/propertymanagement) 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.