

University Surplus Property

Section 9:5 Revised 01/01/2001

(reference University [Policy Statement #44](#))

The Purchasing Department is responsible for disposition or transfer of all surplus and excess property. Departments which have surplus or excess property should list the items on an Equipment Disposal/Transfer Form being sure to write "SURPLUS" clearly at the top of the page.

Credit cannot be given to departments for public sale of surplus property. Items which were purchased from auxiliary accounts are exceptions.

Transfer of Surplus Property

Property which is surplus to one department may be of value to another. Accordingly, such items may be transferred directly between departments. When an agreement is reached on the transfer, both departments must sign an Equipment Disposal/Transfer Form and forward it to the Purchasing Department which serves as official notification of the transfer.

Trade-In of Equipment

Some used equipment has value when used as a trade on the purchase of new equipment of the same type. Examples are office machines and scientific equipment. When used equipment is to be traded in on new equipment, this notation should be made on the Purchase Requisition for the new equipment. The used equipment should be identified by model number, serial number, description, and University inventory number. In soliciting bids, the used equipment will be offered as a trade-in allowance.

If the University deems this trade-in is desirable, approval of the State Surplus Property Division must be obtained.

Obtaining University Surplus Property

University departments are offered the use of equipment which has been turned into the Surplus Property Warehouse. Normally, there is no charge for this equipment. Departments interested in acquiring surplus items should contact the Fixed Assets Section of the Purchasing Department. Items not transferred to University departments will be forwarded to the State Surplus Property Agency for public sale.

Departments interested in surplus property items should visit the warehouse and inspect the material to ensure suitability. Since the material is available on a "first come, first serve" basis, the Fixed Assets Manager should be advised of interest and asked to hold the desired items until arrangements are made for transportation.