



SUBJECT: SURPLUS PROPERTY

A. Overview

To provide a procedure for handling and disposing of the University's surplus property.

B. Purpose

The purpose of the Surplus Property Policy and Procedure is to provide a guideline for the disbursement/disposal of all Lincoln University's surplus property. By following surplus disbursement/disposal procedures we ensure that University property provides value to the full extent of its worth and that its disbursement/disposal will be conducted in an equitable, efficient, and cost-effective manner.

Please remember that each department is responsible for all departmental assets and should use assets only for University business. If assets become missing (lost or stolen), please contact Public Safety immediately and provide them with detailed information.

C. Policy

It is the University's policy to receive the maximum amount of value from a piece of equipment, furniture or supplies. When it has been determined that no further value is to be realized by the University through utilization of a particular piece of equipment, furniture or supplies, said item shall be declared surplus. Once declared surplus, items will be disposed of as set forth in the following procedures. The Director of Purchasing and the AVP of Facilities and Program Management has the primary responsibility to monitor compliance with this policy.

D. Procedure

1. Surplus Declaration Process

When it is determined by the using department that an item has served its original purpose and has no further productive use in the original department, this



item will be considered for designation within the surplus disbursement/disposal program.

The decision to designate an item for the surplus program will be made by the using department, AVP of Facilities and Program Management and the Director of Purchasing.

2. Surplus Disposal Program

a. Surplus Property Removal

The using department head will submit a Surplus Disposition Form to move the item to the surplus property room holding area.

If there's a University inventory asset tag on the item, the using department must notify Asset Management that the item is being transferred sold as surplus property. The asset bar code number will be recorded and reported to Asset Management.

The using department must contact the Office of the Controller for the net asset value of the equipment or furniture.

If there's a Title III identification tag on the furniture or equipment, the department must notify the Title III Project Director that the item is no longer needed. The item can be disposed of if the fair market value is \$5,000 or less. If the fair market value of the item is above \$5,000, the Title III Project Director will request approval from the Department of Education to dispose of the item. All grant items will be stored in the surplus property holding area until a decision is made on when the item can be disposed of.

Note: Pending removal, surplus items should not be placed in hallways, stairwells, or otherwise hinder emergency egress in buildings. Items noticed in these areas should be reported and secured immediately.

b. Surplus Property Holding Area

Upon receipt of the Surplus Disposition Form, the Facilities Department will arrange to have the surplus property picked up and moved to the surplus property holding area until arrangements can be made for disposal. Preference will be given for reuse of this property by other campus departments. If a



department has a specific need for a surplus item, contact the Facilities Department who will attempt to match the item to a department. Surplus item will be awarded on a "first request--first award" basis.

c. Scrapped Items

If the condition of an item is described as poor, broken beyond repair, inoperable, obsolete, or cannibalized, or if the estimated sales value of the item will not justify the overhead costs of a public sale, then at the discretion of the department head and/or AVP of Facilities and Program Management an item may be declared as "scrap." At that point the item will be labeled as such and disposed of as waste or recyclable material.

d. Sale Process

Surplus property may be offered for public sale via GovDeals online auction.

(1) Auction Website Process

Surplus property will be listed on the GovDeals website in order to reach a large market of potential buyers and sell the property for the highest possible price.

e. Removal of Unclaimed Items

If the University is not successful in removing the items from campus by public sale, the items will be declared as trash and disposed of accordingly.

f. Computer-Related Equipment

Contact the IT Department for all computer related equipment that is no longer needed or has no further useful purpose to the University.

g. Hazardous Material

A University department may not declare surplus any materials that have hazardous compounds contained therein. Materials that exhibit the characteristics of ignitability, corrosiveness, reactivity, toxicity, radioactivity, biological waste, or are on any Federal or State hazardous waste lists, are considered to be hazardous. When it is determined that a product which contains hazardous chemical compounds is no longer needed or no longer of use, the



item must be immediately reported to AVP of Facilities and Program Management. The Facilities Department will then determine the appropriate and safe disposal method for the product.

3. Exceptions to the Surplus Disposal Program

a. Trade-in

Often a manufacturer will provide a trade-in value for old equipment when a new purchase of similar equipment is considered. The traded equipment's model and serial numbers will be listed on the purchase order designated for acquisition of the replacement items. Credit for these items will be an integral part of the overall purchase price of the new equipment order. From the receiving copy of the purchase order, Asset Management personnel will then remove the item from their records.

b. Goodwill Offerings

At the discretion of the University's President it may be decided that a goodwill offering will be made as a donation to municipalities, counties, school districts, public authorities, tax exempt non-profit educational or public health institutions or organizations, and non-profit fire companies and rescue/EMS companies.



Responsibility Matrix

Dept. Managers	Identify surplus items. Notify Asset Management if the item is an asset. Contact the office of the Controller for the net asset value.	If the item has a Title III asset tag, notify Title III Project Director that the item is not longer needed	Complete a surplus disposal form.
Facilities Department.	Arrange and move surplus items to the storage location.	Issue surplus items to other departments.	Dispose of items that did not sell at the auction. Dispose of hazardous material.
Purchasing Department.	Post pictures of the surplus items on the auction website and set up the auction. Respond to questions, finalize the sale and issue the surplus item to buyer.	Notify the Facilities Department to dispose of any item that did not sell.	File all documents for the sale and receive payment.
Asset Management	Document the asset as being sold or disposed		
Title III Project Director	The item can be disposed of if the fair market value is \$5,000 or less.	The Title III Project Director will request approval from the Department of Education to dispose of the item if the fair market value of the item is above \$5,000,	Notify Purchasing when an item can be disposed.
IT Department	The IT Department is responsible for the disposal of computer related equipment that is no longer needed.		