

3356-4-02 Surplus property.

- (A) Policy statement. Property such as equipment or furnishings which is no longer needed may be declared and disposed of in the best interest of the university.
- (B) Purpose. To establish procedures for the responsible disposal of surplus property.
- (C) Scope. This policy is applicable to university-owned assets.
- (D) Parameters. Proper repurposing or disposal of university-owned assets is permitted in accordance with the following parameters:
- (1) The office of support services has the responsibility of controlling surplus university property and facilitating its disposition.
 - (2) All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.
 - (3) Only the office of support services is authorized to sell, gift, or dispose of surplus university property, including scrap materials.
- (D) Procedures.
- (1) When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the office of support services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the office of support services.)
 - (2) Any technology-based component or equipment which is determined to be surplus, such as a central processing unit ("CPU") contained within a computer, equipment with magnetic or electronic memory (digital cameras, external hard drives, etc.) and/or equipment with components which can perform electronic data storage (printers, scanners, and copies), shall be turned over to the information technology services division.

- (3) Technology services shall either maintain an inventory of the technology-based components or equipment for redeployment within the university or prepare the component or equipment as surplus property for transfer to the office of support services. Prior to the transfer as surplus property, the information technology division shall process the property and certify it is cleansed. Information technology services shall be the sole authority for determining and communicating to office of support services the permissible disposition of technology equipment.
- (4) Disposable media for data storage that are not solid state (paper, floppy drives, zip drives, CDs, DVDs, and future such media) are not considered technology-based equipment or components for the purpose of this policy.
- (5) To facilitate the intra-university transfer of surplus property, the office of support services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
- (6) Requests for surplus property are made through the office of support services.
- (7) When it is determined to be in the best interest of the university, the office of support services may dispose of such property by:
- (a) Selling by sealed bid, at auction, or at predetermined price;
 - (b) Giftng to other educational, governmental, or (501(c)(3) agency; or
 - (c) Discarding.
- Proceeds from sales shall be deposited into the appropriate account.

Replaces: 3356-4-02

Effective: 08/28/2015

CERTIFIED ELECTRONICALLY

Certification

08/18/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3356
Rule Amplifies: 3356
Prior Effective Dates: Prior to 11/4/77, 11/16/81, 8/15/98, 6/16/03, 8/21/10,
3/22/15