



Surplus Property Procedures

Purpose

Identify procedures for the proper disposal of items or property.

Policy

As per state law, no department or person may sell or dispose of any University property to any individual, agency, and/or company without proper authorization. The only authorized department that may sell and/or dispose of University property is the Surplus Office.

The Surplus Office cannot accept any hazardous material. This includes inks, dies, chemicals, explosive materials, acids, radioactive or asbestos materials, etc. If a department has this type of property that needs disposal, they must contact the Environmental Health and Safety Office at 747-7124.

Procedures

Department Transferring Tagged Property to Another Department:

Anytime property is transferred from one department to another department, a [Property Transfer Form](#) must be prepared and forwarded to the Inventory Department with the appropriate signatures. The transferring department should ensure that the transferred property is removed from their Inventory List. The receiving department should ensure that the transferred property is added to their Inventory List.

Department Transferring Non-Tagged Property to Another Department:

Non-tagged items can be transferred from one department to another at any time and a Property Transfer Form is not required unless the transferring department wants to keep the documentation for their records.

Department Transferring Tagged and/or Non-Tagged Property to Surplus:

To transfer tagged and non-tagged items to Surplus, the transferring department should verify the property is assigned to that department and that the property can be put into surplus. The department should prepare a [Surplus Property Transfer Form \(SPTF\)](#) and forward it to the Surplus Office via e-mail or campus mail. The transferring department must call the Surplus Office and make arrangements for pick-up of the property (see Pick-up Procedures listed below). Once the transferred equipment is received and processed, the Surplus Office will forward a copy of the SPTF with signatures to the transferring department. The transferring department should ensure that the transferred property is removed from their Inventory List.

Department Transferring Tagged Computers/Servers to Surplus:

To transfer tagged computers/servers to Surplus, the transferring department should verify the property is assigned to that department and that the property can be put into surplus. The transferring department must then contact the Information Technology (IT) Helpdesk to request that a technician permanently erase all data from the hard drive. An IT technician will be scheduled to perform this task, once the task is performed the technician will certify that the data on the hard drive has been permanently erased and will place a sticker on the computer. The transferring department should then prepare a [Surplus Property Transfer Form \(SPTF\)](#) and forward it to the Surplus Office via e-mail or campus mail. The transferring department must call the Surplus Office and make arrangements for pick-up of the property (see Pick-up Procedures listed below). Once the transferred equipment is processed, the Surplus Office will forward a copy of the SPTF with signatures to the transferring department. The transferring department should ensure that the transferred property is removed from their Inventory List.



Surplus Pick-up Procedures:

Once the transferring department has prepared the [SPTF](#) and obtained the necessary signatures, the department should submit the form to the Surplus Office and schedule a pick-up date. The department can expect to wait 3 to 5 working days for a pick-up and should place the surplus property where it will not be lost, damaged, or create a safety hazard.

Acquiring Surplus Property:

Surplus property is available for reuse on campus and will be provided free of charge for use when requested. To view surplus property a department can schedule an appointment with the Surplus Office by calling 747-7136. The acquiring department should submit a SPTF to the Surplus Office that identifies the surplus property both tagged and non-tagged property that the acquiring department wants transferred. The receiving department must ensure the transferred property is added to the department's inventory list if it is a tagged item.

Applicability

All University property holders.

Definitions

- **Tagged Items** - These are items or property that have been tagged by the Inventory Department and appear on the Department's Inventory List. These can be controlled items (computers, etc.) with a value of \$500 dollars or more, or any item or property that exceeds \$5,000 dollars in value. The property will have an inventory tag and/or bar code label located on it.
- **Non-Tagged Items** - These are items that have been purchased by the department but are not tagged and do not appear on the Department's Inventory List. These are normally low dollar value items such as chairs, small desks, office supplies, etc.
- **Surplus Property Transfer Form (SPTF)** - This is the form used for either Tagged property and/or (Non-Tagged property going to the Surplus Office). These forms are kept by the transferring and receiving departments as a record for the disposition of University property. Letters, memos and other documents will not be accepted in lieu of a current [SPTF](#). The most current [SPTF](#) has a revision date of 06/2005. The form can be obtained from the forms mine or from the Facilities Management web page.
- **Surplus Sale and Disposal** - Surplus sales includes disposal of any property to a non-University entity. Public auctions take place on a quarterly basis. Surplus is also listed on eBay periodically. All data processing equipment or instructional materials must be given to other agencies, school districts and select non-profit organizations authorized by the Texas Comptroller's office. If an agency does not want surplus data processing equipment or instructional materials then these items are sent to the Texas Department of Criminal Justice (TDCJ) for their distribution. All other property is sold at public auction. Prior to any sale the property to be sold is advertised to the University at least 30 days prior to sale date.

Responsible Party

Director, Business Operations, Facilities Management