

Procedure No. - 31.603

**SURPLUS PROPERTY**

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Issued By: Finance and Administration

Purpose: The purpose of this Surplus Property Policy and Procedure is to provide a clear and concise guideline for the disbursement of all Clarion University surplus property. This policy provides the University and its supporters with a clear understanding that the University has used the property to its best advantage and has realized the maximum amount of value possible for any particular piece of equipment and/or furniture. surplus Disposal Procedures, as followed, will insure that University property has provided a value beyond its worth to the University and its disposal will be conducted in an equitable and efficient manner.

Policy:

It is the University's policy to receive the maximum amount of value from a piece of equipment or furniture. When it has been determined, through a defined process of agreement, that no further value is to be realized by the university through utilization of a particular piece of equipment and/or furniture, said item shall be declared surplus. once declared, eligible items will be disposed of in a manner consistent with procedures as set forth below.

In order to determine that disposal methods have been fair and equitable to all parties involved, the procedures outline below are to be followed.

Procedure:

Surplus Declaration Process

When it is determined, by the user department, that an item has served its original purpose and no longer provides any value to the University, this item shall be slated for determination of its eligibility for the Surplus Disbursement Program.

The decision to slate an item for the surplus program must be that of more than one individual. In most circumstances, an item would be declared surplus when both the user

and the department head have determined that a particular piece of equipment and/or furniture has met its useful life and, as such, offers no further value to the University beyond salvage worth.

Should a circumstance present itself where no one or only one person was in a position to make a surplus determination, that one individual shall be the Purchasing Director and/or the comptroller.

Surplus Disposal Program:

Campus/SSHE Eligibility Notification Process

Once the decision has been made that an item should be surplus, the determining party(ies) are encouraged to advertise, through e-mail, the availability of the item for campus use. The item may be sold or given away to other university departments at the department head's discretion.

If this method fails to redistribute the property, the department head will contact the University Purchasing Director, making him/her aware of the surplus determination. It is preferred this contact is made through electronic mail (e-mail) and clearly describes the item, i.e.; make, model, serial number (if applicable), bar code tag number (if applicable), both the location and condition of the item, and the name and phone number of a contact person.

Upon receipt of this notification, the Purchasing Director will log the information provided and once again advertise to the campus community, through e-mail, of the availability of the surplus material for campus use only. Anyone wishing to view the item(s) may do so by making arrangements with the department secretary. Interested parties should declare their interest to the Purchasing Director and the material will be awarded on a "first request--first award" basis. This award will be made at no cost to the requesting department and requires only that the department arrange for transfer of the item(s).

Transfer arrangements can be made by calling extension 2361 and requesting creation of a work-order for the Plant Services Department. If the item(s) in question is/are fixed asset eligible and bear(s) an applicable bar code tag number the Purchasing Director or his/her designee shall be responsible for notifying Property Control personnel of the asset transfer.

Should this process fail to redistribute the material in question, the item(s), shall then be moved to the surplus storage facility located in the basement of Davis Hall, by way of a work order request generated by the Purchasing Director. Placement of the items in Davis Hall shall be organized according to category and placed upon the appropriate pallet awaiting further disbursement action. Pallets shall be arranged to provide easy aisle access for those interested in viewing what is available.

Items available for surplus from auxiliary operations will not be eligible for removal to the Davis Hall storage area. This action is necessary due to the limited amount of storage space and the typically large amount of storage capacity needed for replaced residence hall furniture etc. These types of items must remain within their respective buildings or in auxiliary owned space until proper disposal can be arranged by the surplus disbursement facilitator.

Approximately twice yearly (April/November), or more often if necessary, the Purchasing Director or his/her appointee(s) will be responsible for creating a complete listing of items awaiting surplus action. Once the list is available it will be faxed to the attention of surplus directors at all State System of Higher Education (SSHE) universities. Each surplus director will have an open window of two weeks in which to view the items and arrange for transfer of any items considered to be useful to their respective institution. Again, the purchasing director will be responsible for notifying property control personnel of the disbursement action for all bar coded items which may be affected.

At any time during this process, persons from the campus community are encouraged to inspect the available items for possible use on any of the university's campuses. This inspection can be arranged by contacting the university purchasing director.

### Sale Process

When it has been determined that further attempts to relocate any of the surplus materials within the SSHE institutions are futile, the surplus items will be prepared for sale through a sealed bid process or, under some circumstances, through negotiation as outlined in the exception clauses.

### Sealed Bid Process

Approximately twice yearly (or more often if circumstances demand) notification of the University's intent to sell surplus items will be advertised in at least three newspapers for a three day period. Appropriate dates, applicable terms and conditions, and a synopsis of the materials available for sale will be included in the notice. Sale dates would normally be set for a Tuesday (8 a.m. to 8 p.m.) and Wednesday (8 a.m. to 6 p.m.).

When auxiliary property is a part of this sale, it will be determined by the Purchasing Director, and others if appropriate, what percentage of the sale items relates to auxiliaries only. Auxiliary services will be responsible for that percentage of the advertising costs.

Staffing will be available to provide viewing access, help with information, and to accept sealed bids throughout the listed hours, as advertised. Bids will be accepted only at the Davis location during the advertised hours.

As each sealed bid is received, it is date/time stamped and locked in a file cabinet. Immediately after 6:00 p.m., on the last day of the sale, the sealed bids will be opened and awarded by a purchasing agent or the Purchasing Director. Under all circumstances, the highest qualified bid received will be the awardee. Should the same high bid be submitted by two or more persons, the award will be made to the earliest bid received as verified by the time stamp.