

INFORMATION ONLY

PROCEDURE TITLE:	SURPLUS PROPERTY
PROCEDURE NO.:	4.00:4REV
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR(S):	VPFA/DIRECTOR OF PROCUREMENT SERVICES
EFFECTIVE DATE:	06/26/2020
NEXT REVIEW DATE:	06/2023
APPROVED BY:	PRESIDENT

1.0 SURPLUS PROPERTY

- 1.1 Procurement Services is responsible for disposing of the University's surplus or excess property in a manner that serves the best interests of the University and secures the best available price, in accordance with this procedure.
- 1.2 University property is any item, whether or not operable or a complete unit, purchased by, donated to or otherwise owned by the University. As used in this procedure, University property does not include hazardous materials.
- 1.3 Chairpersons, directors, or designees of departments in whose custody and care University property is placed may declare such property as surplus. The relinquishing department is responsible for verifying ownership of all equipment and material before proceeding with disposal.
- 1.4 If a department is replacing an item with an identical or like item, trade-in must be considered. The Director of Procurement Services shall determine whether trade-in or outright sale is more economically advantageous to the University.
- 1.5 The disposition of property identified as surplus shall proceed as follows:
 - 1.5.1 The first and preferred option for surplus property shall be the re-purposing of same to another department of the University.
 - 1.5.2 If no other department of the University can make use of property deemed surplus by the relinquishing department, it shall be offered for sale to the general public by way of auction, sealed bidding or other means so as to produce the highest proceeds to the University net of disposal.
 - 1.5.3 If items offered for sale to the general public are not sold, they may be donated to organizations as set forth in paragraph 1.6.
 - 1.5.4 If the surplus property is not disposed of by way of options set forth in 1.5.1-1.5.3, it may be discarded, with preference given to recycling of the property and/or its component to the greatest extent practical. When the Director of Procurement Services reaches a reasonably informed opinion that the costs of approved disposal methods under this procedure exceed

the value of the property, the Director of Procurement Services may discard the property or permit the property to be removed from campus by an outside party at that party's own cost and risk.

- 1.6 The following are approved organizations to which the University may donate or transfer surplus property:
 - 1.6.1 A state-supported or state assisted institutions of higher education.
 - 1.6.2 A tax-supported agency, municipal corporation, or other political subdivision of this state, private fire company, or private nonprofit emergency medical service organization.
 - 1.6.3 A nonpublic elementary and secondary school chartered by the state board of education under section 3301.16 of the Revised Code.
 - 1.6.4 Any other nonprofit organization or municipality if it is determined to be in the best interest of the University.
- 1.7 Departments relinquishing surplus property should share any possible recipients for donation of that property with the Director of Procurement Services.
- 1.8 Donation programs shall be reviewed, approved and established by the Director of Procurement Services. Legal Counsel shall review all requests by nonprofit organizations to verify their status.
- 1.9 Excess and surplus supplies of food may be donated directly to nonprofit food pantries without notification to the Director of Procurement Services.
- 1.10 Unauthorized removal, disposal, or expropriation of any property owned by the University, regardless of estimated value, constitutes a breach of University policy and can be construed as theft. (See University Policy 4.75).

History

Effective: 09/09/11

Reviewed: 06/26/2020; 10/14/16 with no revision