

CATEGORY: SUPPORT SERVICES
SECTION: Institutional Support Services
SUBJECT: Surplus Equipment Recycling and Disposal
EFFECTIVE DATE: January 3, 1994
PAGE(S): 2

I. SCOPE

This policy establishes a program for recycling surplus departmental equipment, includes a timetable for offering the equipment for sale to other departments, faculty, staff, and students, and provides for reimbursement of a percentage of the sales proceeds to the releasing department. This policy applies to University-owned furniture and equipment only, on all campuses.

II. POLICY

Central Business Services, through its Surplus Property Department, is responsible for the coordination of the Surplus Equipment Recycling Program and the disposal of any unused departmental equipment. Equipment available for sale through the Surplus Equipment Recycling Program is available for inspection in Surplus Property and considered sold "as is."

Disposal of surplus equipment that contains, or was used with or near hazardous substances, must be approved by the Departments of Environmental Health and Safety and Radiation Safety to ensure both the safety of personnel and compliance with government regulations.

In the case of surplus computing equipment, Computing and Information Services, through its Systems and Networks division, is responsible for providing diagnostic testing and any necessary reconditioning, in addition to assisting in estimating the current market value. All costs for diagnostics and reconditioning of computer equipment will be reimbursed to Computing and Information Services.

In the case of motor vehicles, the Department of Transportation, through its Office of Vehicle Rental and Repair is responsible for the transfer of vehicle title and estimate of current market value.

University department Asset Liaison Coordinators are responsible for identifying and releasing surplus equipment to Surplus Property when the equipment is no longer required due to:

- Lack of continued need
- Lack of trade-in value
- Obsolescence
- Wear, damage, or deterioration
- Major repair or rehabilitation for use is impractical
- Excessive cost of maintenance

The Asset Management Department is responsible for identifying the net book value, funding source(s) and ownership of any

tagged asset released to the Recycling Program (excluding motor vehicles).

In those cases where Surplus Property determines that the equipment must be scrapped, the releasing department is responsible for initiating transfer of the equipment to Surplus Property and for covering all costs associated with disposal.

Surplus equipment placed into the recycling program (excluding motor vehicles) is held for 45 days for sale to University departments only, after which it is available for sale to individual students, faculty, and staff for an additional 45 days. After 90 days, the equipment may be sold to the general public or scrapped. Motor vehicles are available to students, faculty, and staff for 45 days, after which time the vehicle may be sold to the general public or scrapped.

Twenty-five percent of net proceeds over \$100 from the sale of surplus equipment is credited to the releasing department, with the remaining percent credited to the Surplus Property Department to offset the costs of pickup and removal, reconditioning, storage, and sales. For items with a resale value over \$2,000, a minimum of 80 percent of the net proceeds will be credited to the releasing department, with the remaining percent credited to Surplus Property. Sales tax will be charged on all sales unless a valid sales tax exemption certificate is presented by the purchaser.

The Surplus Property Department is responsible for:

- Coordinating the transfer of surplus equipment from the department to the warehouse
- Ensuring, for all equipment recorded in the University Asset Management System, that the appropriate Asset Transfer forms are submitted by the releasing department prior to transfer
- Providing temporary storage until sale or disposal of the equipment
- Maintaining a master list of all surplus equipment not included in the Asset Management System
- Providing a list of available surplus equipment to the Purchasing Department for review before purchase requisitions for new equipment are processed
- Providing a list of available surplus equipment to Office Systems Services for use in making departmental recommendations
- Preparing and distributing a monthly listing of all available surplus equipment to University departments for posting
- Allocating the proceeds from the sale of the surplus equipment to the appropriate departments

Sponsored Research Equipment

Sponsored research equipment not currently in use may be transferred from one sponsored research project to another. These transfers are typically the result of the pre-

acquisition screening process required prior to the purchase of sponsor-funded research equipment, and must be approved by the sponsoring agency and coordinated through the Office of Research Accounting. See Procedure 05-10-01, Capitalization of Fixed and Movable Assets.

III. REFERENCE

- [Procedure A0 33, Surplus Equipment Recycling and Disposal](#) (formerly 10-06-04).
- [Policy FN 02, Capitalization of Fixed and Movable Assets](#) (formerly 05-10-01).