

PROCEDURE NAME:	Surplus Property Procedures
STATUS:	Active
CONTACT OFFICE:	Procurement Services / Central Stores / Surplus Department
OVERSIGHT EXECUTIVE:	Vice President for Administration and Finance
APPLIES TO:	All Staff and Faculty
PURPOSE:	When Department property is declared surplus, it must be reported to the Surplus Department.
DEFINITIONS:	<u>Surplus Property Officer:</u> A designated person responsible for the administration of the Surplus Department. The University of Mary Washington has designated the Central Storeroom Manager as the Surplus Property Officer. Responsibilities of the Surplus Property Officer include the following: 1. Evaluate surplus reutilization/disposal options that best serve the needs of the University. 2. Ensure forms and records of surplus disposal are completed and maintained. 3. Efficiently and carefully manage the University's surplus property generated by all University Departments. 4. Provide information, policies, and guidance concerning disposal procedures and related surplus property information to agency staff involved in property acquisition, storage, moves, and disposal. <u>Surplus Property:</u> Surplus materials are UMW property including, but not limited to, materials, supplies, equipment, and recyclable items, but does not include real property that is determined to be surplus. <u>Types of surplus property at UMW:</u> 1. Computer/Electronic Surplus; Computer equipment includes: PCs, Laptops, Servers, any IT item that could store sensitive data, monitors, keyboards, printers, scanners, and other peripherals – all items with a UMW Help Desk bar code tag; to include software, must be declared surplus by User Services only. Departments should contact the Help Desk for assistance with the surplus of these items. The Surplus Department does not accept software or any type of data storage devices. Please reference the following link to access the IT Electronic Data Procedure.

	http://technology.umw.edu/it-policies/electronic-data-removal-procedure/ Electronic surplus also includes all AV Equipment, TV's, DVD players, Speakers, etc. 2. General Surplus; which would include furniture, appliances, vehicles, athletic equipment, clothes, etc. (If there is any question as to what type of surplus you have, please contact the Surplus Department, 654-5972) <u>Classification</u> University owned surplus property may be classified as: a. Items of value for transfer, trade-in, or sale. b. Scrap items which have sale value for material content only. c. Items assessed to have little or no commercial value, and are acceptable to be placed in an appropriate disposal bin. <u>Hazardous Waste</u> The UMW Surplus Department does not accept hazardous wastes or any surplus materials generally regarded as hazardous. However, certain products may be accepted that are still reusable that may contain hazardous ingredients for example, janitorial cleaning supplies. Hazardous materials must be disposed of through contractors qualified in the proper identification, packaging/labeling, and transporting of materials to EPA-authorized storage sites. Departments looking to dispose of hazardous materials should contact the UMW Office of Environmental Health and Safety. <u>Abandoned Property</u> On occasion the UMW Surplus Department will receive abandoned property to include Lost and Found items collected by the University Police Department. As abandoned property does not fall under the definition of Surplus property in code the UMW Police Department will handle the process through their office. Please contact 654-1025 or pcarter3@umw.edu. Under certain circumstances, prior to construction and building renovations the previous tenants of a building, office, or classroom will leave behind unwanted university owned materials and property, under these circumstance the Surplus Property Office may take possession of these unwanted items without the previous owners declaration of the property as surplus.
POLICY STATEMENT:	In procurement planning, surplus property may be considered before initiating a purchase action. Departments can save money by purchasing

	surplus items, some of which are in “like new” condition, and can include federal surplus property. For more information contact the UMW Surplus Department at 654-5972.
PROCEDURES:	1. Computer/Electronic Surplus: When the IT Department is ready to declare items surplus they will contact the Surplus Department and schedule a pick up. The property will be listed in a spreadsheet format. This spreadsheet will require signatures from both the Surplus Department personnel and the IT personnel verifying the equipment picked up. 2. <u>All other Surplus</u> The Surplus Property Process workflow follows: 1. A department decides the property is no longer needed and submits a Surplus Property Form found on the web page. Please follow the instructions on the webpage. 2. The Surplus Department receives the Surplus Property Form and schedules a pickup. Surplus is picked up as soon as possible or if there are issues with a pick up other arrangements can be discussed. 3. Central Stores personnel pick-up surplus, as well as the approved Surplus Property Form, and return them to the warehouse or other determined location for processing and safe storage. 4. Upon arrival at the storage location the Surplus Property Officer will determine the proper method of disposal. (see “Surplus Property Evaluation and Disposal, Page 5) 5. Property deemed to have no value will be recycled and listed on the UMW quarterly disposal list. The disposal list will be approved by the Surplus Warehouse Manager and witnessed by a member of the warehouse personnel. 6. Property deemed to be held for reuse and/or sale will be inventoried and tagged, as it arrives at the warehouse. 7. The Surplus Property Officer will provide a surplus property inventory list for reuse to other campus departments. Please follow this link for a list and pictures of items available: http://adminfinance.umw.edu/procurement/central-storeroomsurplus-2/ UMW departments should set up appointment to view surplus and reclaim this property for use by the department. Computers and other electronic equipment cannot be reissued to other departments.

Property Relocation

The [Surplus Property Form](#) is also used to record the relocation of a fixed asset property within the university's financial system. Use of the form is only necessary when the item to be moved from one location to another has an attached UMW Fixed Asset number label. Please note that the completion of the form is intended only for fixed asset tracking. Please complete the section(s) of the form pertaining to relocation of an item. However, in order to physically relocate the item to another department, please complete a [Work Order form](#). The Surplus Property office does not move equipment; this is handled through Facilities Services or IT User Services, (Help Desk).

Surplus Property Evaluation and Disposal Process

Upon arriving at the warehouse the Surplus Property Officer will evaluate all surplus property and start the disposition. Surplus property is evaluated as follows:

Surplus to be Reissued - These items consist of furniture and other equipment that are to be held temporarily for possible reuse by other Campus departments. These items are generally in good shape.

Electronic Surplus for Sale - These items normally consist of computers, servers, and switches, TVs, Projectors and various other electronic devices that are in working order. *These items are not to be reissued to other campus departments.* All computers and server equipment are sold without hard drives or other data storage devices; see [University Policy for Electronic Data Removal](#).

Electronic Equipment for Recycling - These items generally consist of printer, scanner, projectors, TVs that are broken and not in working condition. These items are considered scrap and will be recycled through OSPM's recycling contracted vendor. *These items are not to be reissued to other campus departments.*

Surplus Property for Sale - The University of Mary Washington, an agency of the Commonwealth of Virginia, offers surplus property for sale to the public, other state agencies, and local governments. UMW sells surplus property to the public via two methods; online auction and The Eagle Outlet Surplus Store.

INTERNET AUCTION: www.govdeals.com. For listings of items available through UMW search by location using 22401 for the zip

	code or seller name Commonwealth of Virginia and location by Fredericksburg. Please contact Dale at delethor@umw.edu or call 654-5972 for further assistance. See also: Procedure for Surplus Sales Through an Online Marketplace Auction Service. <i>Eagle Outlet Surplus Store:</i> This store sells low dollar items such as used furniture, appliances, Audio/Visual items, and many other misc. Items. Hours are limited, so please contact Dale at delethor@umw.edu or 540-654-5972 for open hours. 8. <u>Surplus Property that is Deemed Worthless</u> - These items will be disposed of using the proper means of disposal and contracts according to UMW policies and procedures. These items are to be recorded on UMW's Quarterly Disposal Report for accounting purposes. The disposal list will be approved by the Surplus Warehouse Manager and witnessed by a member of the warehouse personnel. <u>Trade-ins</u> - Trade-in items are not considered surplus property. Trade-in items may only be traded in for the purchase of property of the same general three-digit commodity class code. Items are considered a trade-in item only if the supplier's removal of the item and provision of a replacement occur at substantially the same time, and if the purchase price of the replacement item has been reduced to reflect a fair allowance for the trade-in item. A trade-in should not be considered if the monetary allowance offered is substantially below the known current sales range. Assistance with documenting recent sales prices may be obtained by contacting Surplus Property Office 540-654-5972. <u>Donations</u> - The UMW Surplus Officer also has the option to donate surplus property to qualified nonprofit organizations. It is best practice to contact the State Surplus office prior to each donation as a nonprofit organization's qualification can change. Nonprofits must be registered with CoV to qualify. The Surplus Property Officer will report any donations to the UMW Fixed Asset Accountant Office. <u>Firearms</u> - UMW Surplus Property Office and Eagle Outlet Surplus Store will NOT deal with and surplus Firearms or ammunition, all such equipment will be handled by the UMW Police Department.
Policy Background:	UMW Policies and Procedures
Policy Category:	Administration and Finance

Origination Date:	April 2009
Approved by:	Richard V. Hurley, University President
Approval Date:	
Effective Date:	
Review Process: <i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i>	This procedure is reviewed as needed.
Revision History:	April 14, 2009 August 24, 2012 July 1, 2014 May 6, 2015