

SAP 21.01.10.T0.01, Surplus or Salvage Property



Approved: June 11, 2013
Next Review: June 11, 2018

Procedure Statement

Pursuant to System Regulation *21.01.10, Surplus or Salvage Property*, Tarleton State University provides written procedures for the disposition of surplus or salvage property.

Reason for Procedure

This procedure establishes disposal methods for surplus or salvage property.

Procedures and Responsibilities

1. GENERAL

- 1.1 The Surplus Property Office is located in the Central Receiving Warehouse located on the Stephenville campus.
- 1.2 Surplus property is defined as “any equipment/good which is in excess of the needs of the department and which is not required for the department’s foreseeable need.”

2. DISPOSAL OF SURPLUS PROPERTY

- 2.1 Departments do not have the authority to dispose of any property deemed surplus and must transfer the property to Surplus for proper disposal methods. Damaged property will be disposed of as deemed appropriate by the Director of Purchasing or their designee according to any rules, regulations and statutes. Departments do not have the authority to dispose of damaged surplus property.

3. DISPOSAL OF COMPUTING DEVICES DATA PROCESSING EQUIPMENT

3.1 All computing and other devices capable of storing data must be sent to Information Technology (IT) Services for removal of any sensitive data. IT Services will then forward the cleaned devices to Surplus Property. Departments may send peripherals including but not limited to monitors, keyboards, mice, printers, scanners, and fax machines directly to Surplus Property. In the event any items come through Surplus Property without evidence of review by IT Services, the Property Manager will notify IT Services to inspect and destroy any property containing storage devices.

4. RE-DEPLOYMENT/TRANSFER OF SURPLUS PROPERTY

4.1 Surplus Property in working condition is made available to departments on a first-come, first-serve basis, and may be returned to service through transfer from one department to another. This may include both inventoried and non-inventoried items. If the property is inventoried, a property transfer form must be completed and sent to the Surplus Property Department.

5. SURPLUS PROPERTY AUCTION

5.1 Items in surplus property will be displayed on the University website for departmental viewing for ten business days. After ten business days the surplus property will be made available to other school districts or non-profit organizations demonstrating need and proof of non-profit status. Online auction is the preferred method for the sale of surplus property not claimed for reuse by University departments or non-profit organizations.

Related Statutes, Policies, or Requirements

[System Regulation 21.01.10, Surplus or Salvage Property](#)

[Texas Education Code, Section 42.302](#)

[Texas Government Code, Section 2054.003\(3\)\(A\)](#)

[State Property Accounting \(SPA\) Process User's Guide](#)

[The Texas A&M University System Asset Management Manual](#)

Contact Office

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