

University Property use and disposal guidelines

University property is defined as any item of tangible personal property which is possessed by a university department, whether operable or inoperable, purchased or donated. University property may be used only for university-related purposes, whether the property is physically located on or off-campus. Property of the University shall be made available for reassignment within the university for the benefit of the university as a whole, if it is not being adequately utilized in its currently assigned department.

Off-Campus use of University Property

Equipment may not be removed from the campus until a university property tag has been affixed and written authorization obtained.

Off-campus use of university property may be authorized after completion of an [Authorization Form for Off-Campus Use of University Property](#) and filing the form with the Fixed Asset Accountant in the Office of Business Operations. The individual checking out university property is responsible for completing the form, obtaining the approval of a university official as defined below, and for obtaining the signature of the Fixed Asset Accountant.

Approval must be given by the department head, dean of the college or administrative officer. The form must be acknowledged by the Fixed Asset Accountant before the property can be removed from the campus. The Fixed Asset Accountant is responsible for maintaining a file of Authorization Forms and will request updated authorizations at appropriate intervals.

Off-campus use of university property may be authorized for a period of up to twelve months. Subsequent periods not to exceed twelve months must be authorized by completing a new authorization form. Approval may be revoked at any time at the discretion of the individual giving the approval, the supervisor of that individual, or a university official.

Persons approved to use university property off-campus will be responsible for property damage due to misuse or neglect and for adequate insurance coverage on the property.

Departments such as Music or the Library may be exempted from using the authorization form or may arrange other procedures with written authorization of the Director of Business Operations.

Individuals who have checked out university property for off campus use may be required to return the property to campus for any physical inventory.

Surplus Property

Accumulating "surplus" property in departmental storage areas is strongly discouraged.

Department heads may declare property as excess to their department. Departments are encouraged to attempt to transfer that property within their college or division on a no cost basis prior to declaring it "surplus". Transfers shall be reported to the Fixed Asset Accountant in the Office of Business Operations.

Departments are encouraged to "trade in" property on similar items of new property when possible, and advantageous to the University, or to dispose of other "surplus" property by making it available to other university departments.

When new buildings or building renovation projects include new furnishings, fixtures and equipment, property being removed or replaced shall come under control of Facilities Services for reassignment or release to the Fixed Asset Accountant. No funds shall be due the department receiving the new property.

Trade-Ins of Surplus Property

If a department is replacing an item with an identical or like item, trade-in should be considered. The Purchasing Department is responsible for the purchase of new equipment and will work with the Fixed Asset Accountant to review disposal alternatives. New purchases should be bid with and without a trade-in to determine the value or marketability of a like item. If the item has good marketability, the value can be determined by Purchasing and the owning department and then compared to the trade-in value, prior to any decision on its disposition. The Fixed Asset Accountant should be consulted to assist with exploring alternatives and make recommendations.

Disposal of Surplus Property

Departments/colleges are prohibited from conducting their own sales of surplus property and from placing "sale" advertisements.

1. Departments shall notify the Fixed Asset Accountant in the Office of Business Operations of items being declared "surplus" by completing an [Equipment Inventory Deletions Report](#) found on the Fixed Assets web page. Information to include are: the description of the property, its UNI property tag number, condition, color or finish, approximate age, location, and other descriptive information.
2. The Fixed Asset Accountant will notify Facilities Services of any surplus furniture. Facilities Services may reserve furniture for use in renovation projects or release it to the Fixed Asset Accountant
3. Surplus property released to the Fixed Asset Accountant will be matched with existing requests. If there are no existing requests, the Fixed Asset Accountant will periodically advertise items and their approximate values in appropriate campus publications, including OBO web page and UNIONline for purchase by other university departments. If a transfer is arranged, net receipts will be deposited to the selling department's operations account.
4. If the property has value but is not needed by another campus department, the Fixed Asset Accountant will ask the Physical Plant to move the property to an appropriate storage area. When a sufficient amount of property is accumulated, the Fixed Asset Accountant will advertise a public auction in appropriate publications, local newspaper, OBO web page and UNIONline. The net proceeds of the sale will be deposited to the Sale of Equipment account for general university credit and use. In the case of auxiliary organizations, net proceeds will be deposited to their restricted accounts.

Alternate Methods of Disposal of Surplus Property

The Purchasing Department and Fixed Asset Accountant are responsible for assisting departments in identifying disposal alternative (i.e. Trade-ins, used components or parts, scrap, etc.), establishing relative values and recommending economically appropriate actions. The Director of Business Operations must authorize any alternate method of disposal of university property.

Disposal of Scrap Material

The Fixed Asset Accountant should be consulted on the sale of scrap material such as waste paper, non-precious metals, automobile batteries, and salvaged building materials. If necessary the Director of Purchasing Services will be consulted for bids. Normally at least two competitive quotes will be obtained,

based on quantity of scrap available. Net proceeds shall be credited to the department selling the scrap material.

Disposal of Library Materials

The library periodically eliminates duplicate, antiquated, or donated material inappropriate for the collection. The Fixed Asset Accountant will assist in the disposal of library materials by a sale or other appropriated disposition. Net proceeds shall be credited to the library.