



Procedures, Regulations and Rules

Authority Assistant Vice Chancellor Business Services
Title Disposal of University Property
Classification
PRR Subject Surplus Property
Contact Info Warehouse Director (334-3629)

History: Revised: January 28, 2014

Related Procedures:

1. Purpose

The purpose of this Statement is to outline procedures for the disposal of surplus state and federal property belonging to University colleges, schools, departments, and separate units.

2. General Guidelines

- 2.1. Business Services/Warehouse is the University office assigned the responsibility for the disposal of obsolete and surplus property for UNC Greensboro. This function is carried out by the Surplus section of Business Services (hereafter referred to as Surplus or University Surplus).
- 2.2. Surplus property is defined as any property which a department or office determines is no longer needed to continue its operations.
- 2.3. Department to Department Transfer: Surplus property which may be of value to another campus department may be transferred to that department without involving Surplus Property. This typically falls under the categories of furnishings, fixtures and equipment. Items that are listed on Spartan Swap may be transferred to campus departments. These items should utilize the Surplus Property Non-Fixed Asset Transfer Form (SP-02).

Follow the table below to determine which university form must be used:

ACTION	ITEM VALUE	FORM	DISTRIBUTION
Transfer item to another department	Less than \$5,000 and not 'tagged'	SP- 02	Originating department and receiving department
Transfer a 'tagged' fixed asset item to another department	\$5,000 or greater and 'tagged' with UNCG Property	Fixed Asset eDisposal	Department and Fixed Assets Department

2.4. **Equipment Trade-in:** Some equipment, such as office machines and scientific equipment may have trade-in value on the purchase of new or similar equipment. When equipment is used for trade-in, the responsible department should notify the UNCG Purchasing department with the appropriate information on the item. Purchasing will contact State Surplus to get written approval regarding the trade-in price. Departments should then put a notation on the purchase requisition to that effect, giving details about the equipment to be traded in. Upon completion of the purchase requisition, the department must submit the appropriate disposition form to Surplus or Fixed Assets. **FORM:** SP- 02 or Fixed Asset eDisposal (see chart above)

2.5. Disposal of any tools, instruments, vessels, storage cabinets, refrigerators, etc. used in conjunction with radioactive substances must be cleared by the Office of Safety.

Items which have been used in conjunction with bio-hazardous substances must be decontaminated by the department before surplus will pick up. Contact the Office of Safety for instructions on proper disposal.

2.6. **Federal Surplus.** If property to be disposed of was purchased with federal funds and title vests with the government, approval must be obtained from the funding agent by the department before this equipment can be declared surplus and sent to UNCG Surplus.

2.7. Before surplus desktop and laptop computers, the department must remove all software and data from the machine. Once computers are received in Surplus Property, they are held until surplus staff sanitizes the hard disk and removes all remaining data and the operating system. Surplus staff will tag the computers with a sticker indicating that the machine has been successfully sanitized and is ready for either transfer back to campus or for sale. Departments receiving these computers can contact 6-TECH to load the appropriate software.

3. Procedures

3.1. All equipment and material to be surplus or scrapped must be listed on the UNCG

Surplus Property Disposition Form. The form and instructions can be accessed from the Surplus Warehouse home page at: <http://warehouse.uncg.edu> . Do not bring surplus property to the warehouse until an online form is submitted and prior arrangements have been made.

- 3.2. "General Surplus", "As is where is", "Vehicle", and "Scrap" items should each be listed on separate surplus forms. Untitled vehicles (such as tractors) should not be listed on the same form as titled vehicles.
- 3.3. Upon receiving the email with the surplus information, Surplus Property will take the following action (see exception under "3.3.6" below):
 - 3.3.1. Items listed as "Scrap" will be picked up, or may be delivered to the Surplus Warehouse by the department, if Surplus is given advance notification. Scrap metal is sometimes sent directly to OWRR - please call in advance about scrap metal.
 - 3.3.2. For items which are to be offered for sale "As is/where is", the surplus form should indicate the location of the equipment and a contact person by name and telephone number. This situation is used primarily when it is not feasible for a piece of equipment or non-capital structure to be moved. Contact Surplus Property for more information.
 - 3.3.3. "General Surplus" items will be scheduled for pickup by Surplus Property once the online surplus form has been received. Departments will receive a confirmation email that details the items surplus.
 - 3.3.4. For motor vehicles, Surplus will contact the UNCG Risk Management office for vehicle title. When title is received, Surplus will process it and list the vehicle for sale on the State Surplus site. Surplus Property will remove the license tags and return them to the Department of Motor Vehicles.
 - 3.3.5. Once a pickup date has been scheduled, departments will receive notice. Only those surplus items listed should be tagged by departments before pickup with a SURPLUS tag. Movers will look for these to indicate which items they are scheduled to pick up. Surplus Property staff and movers will not accept any items not submitted on the Surplus Disposition Form. Additional surplus must be submitted on a separate form and re-submitted.
 - 3.3.6. Surplus cannot pick up items that cannot be moved safely by one person. Departments will be responsible for getting these items to the Surplus Warehouse at their own expense.

4. State Surplus Property Office:

4.1.1. Offers applicable items for sale to the public on a sealed bid basis.

4.1.2. Advises University Surplus when sale is made so that the equipment (wherever located) may be made available to the purchaser.

4.1.3. Proceeds from the sale are deposited in the University General Fund

4.2. University Surplus Retail Store:

Offers applicable items to the public through a retail store. Hours of operation are 8:00 a.m. to 11:00 a.m. every second Friday of every other month, except holidays and the month of January. Items are sold for **CASH** only, no checks. Items are sold "**as is where is**" and all sales are final. Items must be removed at time of purchase or at a later time, not to exceed one (1) week from the sale date. Failure to pick up sale items within one week will result in the item becoming the property of University Surplus. Sale location is 2900 Oakland Ave, Greensboro, NC 27403.

5. Forms

The **Surplus Disposition form** must be entered online.

Instructions for completion of the form can be found on the Surplus Warehouse webpage.

Questions concerning the disposition of University surplus property should be referred to the Surplus Property staff at 315-7047