

Policy #: 430.0  
Date: May 10, 2004  
Last Reviewed: March 9, 2016  
*Next Review: March 9, 2018*

## **TITLE: SURPLUS PROPERTY DISPOSAL POLICY**

If a program manager or PI has determined that “accountable property” (property valued in excess of \$200) under his/her control is either surplus to organizational needs or is not serviceable, he/she shall forward a request for survey to the University Enterprises Corporation at CSUSB (“UEC”) office of original purchase. Such request shall conform to a prescribed format and include identifying numbers, a description of the property, estimated value, condition, and location.

Upon receipt of such a request, UEC will verify information on the request form, take custody of the property, and provide the requester with the appropriate receipt. The property shall then be placed into secure storage pending final disposition.

### **Disposition**

Surplus or unserviceable property placed in storage may be surveyed and dropped from active inventory at the discretion of the Executive Director or Financial Manager. Disposal may be effected through sale, trade-in, donation, or discard. In the event that an item has been purchased with federal funds, however, the grantor of those funds must be notified for permission to dispose of the property prior to the actual disposition, unless specifically stated otherwise in grant.

### **Procedure**

1. Prior to disposal of serviceable property, UEC will issue an announcement of availability of such equipment to the University community. University offices shall have first priority on all items and no property will be surveyed within ten (10) working days after issuance of the announcement.

If property is reissued to an on-campus office, its new location and custodian will be reordered in the active inventory log. The Executive Director or Financial Manager may also transfer title of such property to the University.

2. If serviceable property is not reissued, UEC may post an announcement of sale by bid to the University community and local media. A date for examination of property being offered along with closing date shall be posted in the announcement.

This procedure will not preclude trade-in of property in a purchase transaction authorized by the Executive Director or Finance Manager.

Copies of receipts reflecting the sale is credited value will be attached to the original survey request and appropriate entry recorded in the inventory log.

3. If property is not serviceable or has been offered for sale and not yet purchased, UEC may dispose of it through a charitable organization or refuse dealer. UEC must be issued a receipt bearing a description of the property, which shall be attached to the original survey request.
4. The date of disposition, sales price, and any disposition costs must be recorded in the master inventory log, as well as program logs.
5. In the event that disposition takes place as a result of sale or transfer to a University office, any funds received shall be returned to the project of original purchase less \$500 or 10% of the sales or transfer price (whichever is less).

**Approval:**

Approved by the UEC Board of Directors