

GONZAGA UNIVERSITY SURPLUS POLICY

Effective Date: 1.17.2020

Responsible University Office: University Purchasing

Policy Contact: Manager, University Purchasing

A. GENERAL:

Gonzaga University surplus property will be managed so as to maintain an inventory of usable items, reduce the need to store unusable items, accomplish alternate uses, and process for disposal. Surplus property is any property purchased with Gonzaga University funds or donated to the institution, and which is excess to need, obsolete, damaged or worn out.

1. Property which is no longer of use to a department must be promptly reported to the responsible area (See Section B below). A department may not unilaterally dispose of any University property.
2. Property to which the federal government retains title must be promptly reported to the Controller's Office and be handled by the Sr. Accountant for Grants.
3. Property purchased with federal funds and later transferred to the University may become surplus and must be disposed of according to any stated terms of the grant. Disposal of property with any federal restrictions should be coordinated with the Controller's Office, Sr. Accountant for Grants. Property without restrictions may be disposed of according to normal University procedures.

B. RESPONSIBLE AREAS AND RELATED RESPONSIBILITIES:

1. Responsible areas are:
 - a. ITS for surplus of: Computers, monitors, keyboard trays, mouse, speakers, laptops, tablets, TVs, Audio Visual equipment and telephone equipment (except cell phones).
 - b. Plant Services for surplus of: Office furniture, fixtures, and appliances.
 - Contact Customer Service 313-5656 or customerservice@gonzaga.edu for information on viewing office furniture.
 - c. University Purchasing for surplus of: Cell phones, laser printers, copiers and office equipment/supplies.
2. ITS, Plant Services, and University Purchasing are responsible for:
 - a. receiving and storing items declared surplus
 - b. reassignment of surplus property
 - c. handling disposal in accordance with University, state and federal regulations
3. Departments are responsible for:
 - a. Submit a work order to have the item(s) be removed from their department and delivered to the appropriate area (see description of responsible areas above).
 - Customer Service, 313-5656 or customerservice@gonzaga.edu
 - ITS, 313-5550 or techsupport@gonzaga.edu
 - University Purchasing, 313-5636 or purchasing@gonzaga.edu

C. CONTACT INFORMATION:

1. If you have questions about the policy you may contact University Purchasing at purchasing@gonzaga.edu.