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 sale or other 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.

B. **POLICIES**

1. University property which is no longer of use to a department must be promptly reported to University Purchasing. A department may not unilaterally dispose of any University property.

2. University Purchasing has responsibility for working with the Controller’s Office and determining the appropriate disposition of all surplus University property (other than land), and for authorizing and accomplishing such disposition.

3. University Purchasing may delegate authority for disposition when size, condition, value, location, etc., of the surplus property dictates.

4. Property to which the federal government retains title will be handled by the Controller’s Office, Grants Accountant.

5. 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, Grants Accountant. Property without restrictions may be disposed of according to normal University procedures.

C. **RESPONSIBILITIES**

1. University Purchasing is responsible for:
   a. overall monitoring of the surplus property program
   b. for receiving and storing items declared surplus
   c. for reassignment of surplus property
   d. for handling disposal in accordance with University, state and federal regulations
   e. for distribution of any cash proceeds from sales

2. The accountable (possessing) department is responsible for promptly reporting surplus University property.

D. **DISPOSAL OF SURPLUS PROPERTY**

1. The methods of disposal, the coordination and approvals required, and the disposition of funds from the sale of surplus property is the responsibility of University Purchasing. Property may be categorized as follows:
   a. Property purchased with appropriated funds.
   b. Property purchased with non-appropriated funds (auxiliaries such as dormitories, food service, etc.).
   c. Property received as gifts.
   d. Property purchased with federal funds with original title to the University.
e. Property purchased with federal funds and transferred to the University when a grant expires or property is no longer is needed under the grant. The transfer agreement may or may not include restrictions.

f. Property received as surplus from state or federal agencies.

g. Property purchased with federal funds with title still retained by the federal government.

2. **Department actions on surplus property.** A department having surplus property will submit a work order for the item to be removed from their department to University Purchasing.

3. **Purchasing Department disposal actions.** Upon receipt of the property, University Purchasing will review the item and determine if:

   a. **Items is for reissue.** Surplus items which are usable will be listed on the University Purchasing Surplus page. Departments interested in an item should submit a work order to the Customer Service office in Plant Services to have the item delivered to the department.

   b. **Donations to educational or charitable institutions.** Items no longer of use to the University may be donated to educational or charitable institutions for humanitarian, educational or public relation reasons. University Purchasing must approve such donations.

   c. **Sealed bid procedure.** Items no longer of use to the University may be offered to Gonzaga University employees through a sealed bid process. Such sales will be advertised through Morning Mail.

   d. **Sale or salvage.** Items of value which are of no further use to Gonzaga University may be sold, scrapped or salvaged as surplus items. Any funds received from this process are placed back in the surplus fund.

   e. **Controlled items.** Items that have environmental issues such as CPU, Monitors, televisions, and light tubes will be disposed of through proper channels approved by Environmental Health and Safety.