

Peru State College

Procedures for Surplus Property

Nebraska State College Board Policy: 7014

The purpose of the Surplus Property Procedures is to provide a clear and consistent guideline for the disbursement of disposal of Peru State College surplus property. It is our goal to maximize the use of all property to ensure this property has provided a value beyond its worth.

PROCEDURE FOR NON-FIXED ASSET SURPLUS ITEMS:

1. When a department has determined that an item has served its original purpose and no longer provides value to the department, this item can be designated as surplus. The decision to designate as item as surplus must be made by the person with purchasing authority for the department in which the item is located. The department will send out an email notification to all campus users regarding the items availability. The email should contain a description, the location and condition of the item. If possible, attach a photo. The surplus item can be transferred to another department as long as the item is **used on campus for college purposes** (please include the underlined segment in your email). The departments involved in the transfer of the surplus item will work together to determine how, when and where to make the transfer.
2. If the surplus item is not claimed by another department then a "Release to Surplus" form should be filled out, signed and submitted to Jon Robertson in the Accounting Office, Administration Building Room 208. Jon Robertson will process the item for surplus, remove any identifying tags and initiate a work order through CampusServices for it to be moved from the department.

PROCEDURES FOR FIXED ASSET SURPLUS ITEMS:

1. A "Release to Surplus" form must be filled out, signed and submitted to Jon Robertson in the Accounting Office, Administration Building Room 208. Items that are considered fixed assets are items purchased for \$5,000 or more. These items must be tracked and monitored for inventory purposes. Jon Robertson will process the item and initiate a work order for these items to be removed.

PROCEDURES FOR COMPUTER SURPLUS ITEMS:

1. A K-box work order should be submitted through the Computer Services Help Desk for all computer and computer components for surplus. Computer Services will determine the appropriate method of recycling or disposal of computer items.

PROCEDURES FOR DISPOSAL OF SURPLUS ITEMS:

1. If the condition of the item is identified as poor, broken, not working or cannibalized, a "Release to Surplus" form must be filled out, signed and submitted to Jon Robertson in the Accounting Office, Administration Building Room 208. Jon Robertson process the item for disposal and initiate a work order through Campus Services to have it moved to its new location.

PROCEDURES FOR OBTAINING A SURPLUS ITEM:

1. If a department is looking for an item that may be available in surplus, please contact Jon Robertson in the Accounting Office, Administration Building Room 208 to make arrangements to view surplus items. If an item is selected, Jon Robertson will submit a work order through Campus Services to have the item moved to its new location.