

Policy No. 507

Area: Business Services

Adopted: September 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson Hammond
University President

SUBJECT: Surplus/Excess Property

The Business Services Department is responsible for maintaining the physical inventory of the University. Any material, supplies, or equipment purchased with University funds shall be deemed University property and shall be used for University purposes only. Should the event arise that the University has identified items as excess or surplus, the end-user should contact the Logistic Service Center for removal. The Business Services Department may dispose of excess or surplus property by sale, donation, abandonment, destruction or transfer to other.

1. All items identified as disposal, excess and/or surplus property can be repurposed, sold to the general public, recycled, salvaged, or scrapped through the Business Services Department.
2. All equipment or materials purchased by grants should be accounted for by the using department. All grant items must be labeled as grant and proof of grant authority to dispose of should be given to the Logistics Department prior to any disposal action.