



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 54.04: Disposition of Surplus or Salvage Property

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Vice President for Administration and Finance
Responsible Office: Controller's Office
Next Scheduled Review: 03/01/2022

A. General

Surplus or salvage property is any institutional property, which through use, time, or accident is so depleted, worn, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

B. Disposal Options

Once an item is declared surplus or salvage, the property manager will determine a disposal action that best meets the needs of the university, in accordance with applicable laws. Disposal options include the following.

1. Transfer to another university department.
2. Cannibalize for parts.
3. Sell or donate to another state agency.
4. Post information concerning the item on the Texas Higher Education Coordinating Board's web-site for purchase by or donation to a public school (instructional materials only).
5. 5. Donate to a political subdivision, school district, volunteer fire department, or assistance organization classified under 501C(3).
6. Transfer IT equipment to the Texas Department of Criminal Justice (mandated).
7. Advertise the item for public sale or auction.
8. Under certain circumstances, very unique and specialized equipment that is declared surplus may be sold, but only when it is of greater monetary benefit to the state for the individual sale of such equipment and has the approval of the Vice President for Business Affairs and Finance and the President. This is the exception to public sale or auction and can only be made with appropriate approval authority.
9. Trade the item in, offsetting the cost of the purchase of new equipment.
10. Donate to a private, non-profit entity.
11. Discard

C. Donation Approval

Items identified for donation to another entity will require approval of the Vice President for Business Affairs and Finance and the President.

Responsible Office

Contact:

Phone:

Email:

Revision History

08/03/2007: MSU Policy 4.121 (Disposition of Surplus or Salvage Property is adopted by the MSU Board of Regents as MSU Policy and Procedure. 4.121)