


STANDARD OPERATING PROCEDURE			
	SUBJECT: DISPOSING OF EXCESS PROPERTY SOP 2014-01	DIVISION: ALL	DISTRIBUTION: ALL PERSONNEL
	ISSUING AUTHORITY: ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)	EFFECTIVE DATE: FEBRUARY 17, 2014 REVISED DATE: MARCH 13, 2018	SUPERSEDES:

DISPOSING OF EXCESS PROPERTY

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CALEA STANDARDS:

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REFERENCES:

Syracuse University Policies: (Hyperlinked: Control/Left Click to follow link)

- [Excess Property, Disposal of](#)
- [Data Removal from Computers and Portable Electronic Devices](#)
- [Records Management General Retention and Disposal Schedule](#)
- [University Records Policy](#)
- Excess Property Disposal Instructions & Form (Forms Folder G Drive)
- Computer/Elec. Equip. Recycling End of Life Instructions & Form (Forms Folder G Drive)
- Sanitizing Used Electronic Equip. & Computers Prior to Recycling(Forms Folder G Drive)
- SOP 2013-07 [Central Records](#)

ATTACHMENTS:

- Summary SOP 2014-01 [Disposing of Excess Property](#)

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to establish Departmental guidelines and procedures for handling DPS excess property that has residual value, or is at its end of life cycle. This SOP establishes procedures and policies for affecting the proper handling and disposition of excess property that is owned by the University and has no current use by the department.

The Syracuse University Purchasing Office has exclusive authority to release items submitted for sale. No other department has permission to release or dispose of any such items. The program's objectives include encouraging participation by crediting sale proceeds to departmental accounts, controlling loss of assets through misappropriation or unauthorized sales, preserving the traceability of capital equipment, discouraging inappropriate use of space, and offering excess goods to students, faculty, staff, and the general public at reasonable prices.

III. POLICY: There will be no unauthorized disposition or unauthorized use of property that is purchased by the DPS. It is the policy of the DPS to dispose of all excess property in a timely manner so as to recover value from the sale of the property and to do so in full conformity with University policy and procedures, and where appropriate, local, state and federal laws.

IV. DEFINITIONS:

- A. DPS Excess Property: Property that is completely under the title of Syracuse University including all equipment, supplies and other tangible items that the DPS purchased using Department funds that is no longer required for operations.
- B. Technical Equipment Containing University Data: All equipment connected to the campus network or standalone, including but not limited to hard drives, flash drives /memory cards, photocopy machines, handheld devices, and privately owned devices not managed or maintained by the University that may contain University data such as private cell phones or computers.
- C. Department of Purchasing, Excess Property Office: Syracuse University's excess property is controlled by the Department of Purchasing, Excess Property Office and is managed by the Excess Property Manager position.

- D. University Major Equipment Inventory Report: A report sent by the University's Comptroller's Office to University departments at the beginning of each calendar year, with a cumulative listing of major equipment purchases (items purchased at \$5,000 per unit) for review and verification.

VI. PROCEDURES:

A. General Guidelines: Disposing of Excess Property:

1. Role of the DPS Quartermaster: The DPS Quartermaster position:
 - a. Coordinates all DPS excess property including its inventory and preparation to sell, auction, donate, transfer, recycle and/or dispose of;
 - b. Coordinates the review, verification and submission of the annual University Major Equipment Inventory report. The report is retained by the Quartermaster as outlined by the University [retention schedule](#) and until it is superseded the following year. (82.3.5)
2. Consulting with the University Excess Property Manager: For all DPS excess property transactions the Quartermaster will consult with the University Excess Property Manager to determine pricing (if selling) and disposal options.
3. Approved Dispositions for Excess Property: To dispose of excess property the Quartermaster will consult with the Excess Property Manager, and choose one or more of the following options:
 - a. Sell through University surplus auction;
 - b. Sell directly from DPS;
 - c. Donate to charity;
 - d. Recycle/Destroy;
 - e. Transfer property to another University department.
4. Technology and Computer Equipment: All data will be permanently removed from all technical equipment (including private devices) that may contain University data prior to the sale, donation, destruction, or transfer of said equipment.
5. Property Disposition Record Retention: The DPS Administration will retain all records of excess property transactions coordinated solely with the Excess Property Office for the current fiscal year plus one additional year as outlined by the University [retention schedule](#). (82.3.5) The Excess Property Office retains property transactions for 7 years.
6. Monies Gleaned From the Sale of Excess Property: The CSEMS Director of Administration/Executive Assistant or designee is responsible for processing all excess property budgetary reconciliations. Forms of reconciliation include:
 - i. Online journal entries
 - ii. Interdepartmental ID
 - iii. Cash, check or money-order deposits

B. Selling Excess Property Through University Surplus Auction:

1. Typically University excess property is stored and auctioned at the University's Hawkins Building warehouse.
2. To prepare to sell DPS property, the DPS Quartermaster or designee will complete the Excess Property Disposal form.
3. The Chief or designee will authorize the excess property's release for sale by signing the Excess Property Disposal form.
4. The Quartermaster will contact the Excess Property Manager for an authorized disposal form number.
5. The completed and signed original form will be sent to the Department of Purchasing.
6. Smaller excess property items will be boxed together with the box clearly marked with the corresponding authorized disposal form number.
7. Individual larger items must be clearly labeled or tagged separately with the corresponding authorized disposal form number.
8. The Quartermaster will make arrangements for the excess property to be shipped to the warehouse, typically completed on Wednesdays, and delivered by Physical Plant.
9. A signed excess property disposal form must accompany each shipment to the warehouse.

C. Selling Excess Property Directly From the DPS:

1. In consultation with the SU Excess Property Manager, DPS excess property may be sold directly from the DPS without shipping the property to the excess property warehouse.
2. The Chief or designee will authorize the excess property's release for sale by signing the Excess Property Disposal form.
3. Contact will be made with the Excess Property Manager for an authorized disposal form number.
4. The completed and signed original form must be sent to the Department of Purchasing.

D. Donation to Charity:

1. The Chief may authorize donating DPS excess property to a charitable organization.
2. Further approval from the Director of the Department of Purchasing must be made before a donation can be made.
3. The Quartermaster will contact the Excess Property Manager for an authorized disposal form number.
4. The Excess Property Disposal form will show an itemized list and indicate information regarding the organization to receive the proposed donation.
5. The Quartermaster will coordinate the transfer of the excess property with the Syracuse University Center for Public and Community Services office.

E. Recycle/Destroy:

1. Proper destruction and disposal of excess property is permissible with approval from the SU Excess Property Manager.
2. Recyclable Equipment:
 - a. The Excess Property Manager will advise DPS what items must be recycled, rather than auctioned.
3. Documents:
 - a. Bulk confidential documents will be placed in either a locked receptacle or in bankers boxes. Bankers boxes must be sealed, and marked "Shred – Confidential" on the box top and sides.
 - b. For smaller amounts of confidential documents, those may be disposed of by placing in one of the Department's metal "shredding" container.
 - c. Documents that are not confidential may be placed in a recycling bin.
4. Technology:
 - a. The CSEMS Technical Services Manager coordinates the disposal of all technology related excess property.
 - b. Data will be permanently removed / sanitized from all computing and communication equipment prior to transfer, donation, disposal, or sale to keep certain data such as application data, licensed software, licensing keys, passwords, email, and other sensitive information confidential.
 - c. All technology related excess property that can't be sanitized must be itemized on the Electronics/Computer Recycling form and then transferred to Information Technology Services (ITS) for disposal.
 - d. As such, documentation of the ITS transfer will be kept on file for 7 years.

F. Exceptions – Internal Excess Property Transfers:

1. Transactions involving the sale or transfer of DPS excess property directly from DPS to another department, and where the property will remain on the premises of Syracuse University, may be arranged between the DPS and the buying department without the Department of Excess Property's involvement.
2. Record of that transaction will be validated through a signed mutual agreement of the property transferred or sold. As such, documentation of the transfer must be kept on file for 7 years.
3. If the equipment appears on the annual University Major Inventory Report, the transfer date, location, and authorizing department heads of the transfer will be noted on the document prior to returning the report.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Revised re: Titles	03/13/18
2		
3		
4		
5		