FINANCE AND BUSINESS

SURPLUS PROPERTY

RESPONSIBLE ADMINISTRATOR: SENIOR VICE PRESIDENT OF FINANCE AND BUSINESS
RESPONSIBLE OFFICE(S): DELIVERY SERVICES
ORIGINALLY ISSUED: 08/15/2014
APPROVALS:

________________________________________  ____________
Gerry Bomotti Senior Vice President of Finance & Business

________________________________________  ____________
John Valery White, Executive Vice President & Provost
(The above line can be deleted or changed based on the policy)

APPROVED BY THE PRESIDENT:

________________________________________  ____________
Donald D. Snyder

REVISION DATE: NA

STATEMENT OF PURPOSE

The purpose of policy is to insure the protection of the university assets and to provide a guideline for the university department when considering surplus/disposal of university property. All property and equipment (known as fixed assets) purchased with university funds (including unrestricted university funds, grants, endowments or gifts), donated to the university, or acquired for university use through other means are the property of UNLV, and title remains with the university at all times until asset disposal.

The purpose of Surplus Property Office is to provide a central point of delivery of any university owned equipment or supply, which is no longer utilized within a particular department or campus office. This equipment includes both capitalized assets (those with Bar Code tags) and non-capitalized equipment (those with no Bar Code tag)

ENTITIES AFFECTED BY THIS POLICY

Entities affected include all units, university employees and volunteers, students and impacted members of the community.
WHO SHOULD READ THIS POLICY

- Deans, Directors, and Department Heads
- Unit Managers
- Any employee associated with processing surplus equipment and materials at the university
- Employees, within their respective departments, who are involved with fixed asset acquisition, control, and disposal

POLICY

All surplus university property should be properly identified, recorded and disposed of when no longer needed. The Surplus Property office is responsible for coordinating the storage, disposal, and sale of surplus university assets, in order to ensure compliance with all federal granting and contracting agencies, as well as NSHE policies.

No other department or individual has been granted permission to dispose of Surplus property and university property should not be removed from UNLV premises, for any reason except by the UNLV Surplus Property section.

Any computer, hard drive or electronic media, regardless of remaining useful life, must be declared as surplus and disposed of accordingly. These devices must be totally erased or rendered unreadable per UNLV’s data media sanitization policy, before it is disposed of through departmental transfer or Surplus Property. Employees should contact the Office of Information Technology for assistance in sanitizing the media, if necessary. This responsibility to safeguard sensitive data lies with the end user, as outlined in UNLV and NSHE policies.

RESPONSIBILITY

Department Head
The Department Head is responsible for the equipment assigned to their respective department. This general responsibility includes control, accountability, inventory, and maintenance of all equipment purchased for, transferred to, donated to or assigned, to the department. Department Head is also responsible to ensure that all equipment, that is no longer useable, is processed through the Surplus Property office.

Individual
Individuals responsible for processing surplus equipment and materials will ensure all documentation is properly submitted. Individuals are also responsible to coordinate transportation of all surplus items to and from the Surplus Warehouse.

**Surplus Property**

Surplus Property office is responsible for disposing of or re-utilizing equipment, turned in by a department, as surplus.

### RELATED DOCUMENTS

- NSHE Procedures and Guidelines Manual Section 2, Part 8 – Disposal of Surplus Equipment
- NSHE Procedures and Guidelines Manual Section 2, Part 9 - Equipment Inventory
- OMB Circular A-21, specifically section J.14 and J.18
- OMB Circular A-110, specifically sections 33 and 34
- Federal Acquisition Regulations (FAR), specifically parts 45 and 52.245
- UNLV Data and Media Sanitization Policy

### CONTACTS

Direct any general questions about this university policy to your unit’s business service center. If you have questions about specific issues, contact the following offices:

- Inventory Control Office (702) 895-0859
- Surplus Property Office (702) 895-5384

### DEFINITIONS

These definitions apply to these terms as they are used in this policy

**Bar Code Tag** - Asset identification tag assigned and affixed to an asset to assist in its identification and the physical inventory of equipment.

**Capital Property** - Tangible, permanent item, with a life of at least two years, which is held for purposes other than investment or resale and has a value of:

- $5,000 or more, for moveable equipment and artwork

**Capitalize** - To record the cost as an asset that is subject to depreciation over its estimated useful life, rather than as an expense for one accounting period.

**Devices** – Equipment such as drives, CD/DVDs, flash drives, tapes, memory cards, tablets, mobile devices, cell phones, printers, copiers, etc.
Disposition Status – Method of recording how a disposed asset is removed from the inventory (and all general items being disposed) and no longer physically located on site (examples: sale, scrap, donation, transfer to another unit, etc.).

Electronic Media - Physical devices that store electronic data.

Expense - Charge incurred for the current fiscal period.

Gift-in-Kind - Donation to the university of a tangible or intangible asset, other than cash or securities. Can be something consumable, such as office equipment or supplies; or something with a longer duration, such as books, artwork, or software.

Market Value - Cost to acquire an item in its current condition, through an arm's-length transaction, also referred to as “fair market value.”

Moveable Equipment - Item that is neither permanently affixed to nor part of a building. Examples include centrifuges, copiers, oscilloscopes, vehicles, etc.

Obsolescence - Factor to consider when determining the disposition of assets. Assets are obsolete when no longer useful to the university.

Sanitize - A process to remove information from media or destroy the media such that data recovery is not possible.

Scrap Equipment - Item that can be discarded, as worthless, or broken down into parts for disposal or salvage.

Surplus Equipment - Item that is no longer needed or required.

Useful Life - Period over which a capital asset has use to the university in performing the function for which it was purchased. It may be determined by a schedule of averages for a particular class of assets.