Welcome To Surplus Property

Mission

The mission of the University of Nevada – Las Vegas Surplus Property is to inspect, warehouse and distribute university owned excess property. Further, the agency shall offer university surplus property to entities eligible on campus and lastly, shall market the remaining property to the public at fixed or negotiated prices, public auction or sealed bid in order to recoup the maximum return on the universities investment in such property.

Purpose

The purpose of the University of Nevada – Las Vegas Surplus Property Office is to assist departments with the disposal of all university Fixed Assets, including non-consumable items not barcoded.

The purpose of this User Guide is to walk you through the steps necessary to ensure proper disposal of surplus equipment. Our services include:

- Surplus Property Procedures
- Disposal of Surplus property
Applicability

This User Guide serves as a source of instruction and reference to UNLV administrators, supervisors, and staff for standard Surplus Property procedures.

References

- 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

Contact

Questions concerning this User Guide should be addressed to the Surplus Property Office at ext. 702-895-5384 or surplus@unlv.edu.
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General Information

Hours
Monday – Friday, 8 a.m. – 5 p.m.
Closed on weekends and holidays.

Location
Surplus (TWH) Warehouse,

Mailing Address
Main Campus address:
4505 S. Maryland Parkway
Las Vegas, NV 89154-1044

Web page
http://delivery.unlv.edu/surplusforms

Phone Numbers:
(702) 895-5384
Fax- (702) 895-2922

Responsibility

Department Head
The Department Head is responsible for releasing accountability (using a Surplus Equipment Move) for equipment in the following categories: obsolescence, un-repairable, no longer usable by department but still functioning. This equipment must also be turned in to the Surplus Property office. This applies to all items (equipment, furniture, etc.)

Surplus Property
Disposing of or re-utilizing equipment turned in by a department as surplus.
Surplus Property Procedures

Surplus Property

Surplus property is any University owned equipment or supply that is no longer utilized, within a particular department or campus office. Examples of surplus property include computers, furniture, office equipment, recreational equipment, lab equipment, vehicles and grounds equipment, desk organizers, pictures, instructional materials, etc.

Items not accepted by Surplus Property

The Surplus Property Section cannot accept any hazardous material. This includes:

- Inks
- dies
- chemicals
- explosive materials
- acids
- asbestos materials

If a department has this type of material that needs disposal, they must contact the Risk Management & Safety Office at #702-895-4226.

Declaring Surplus Property

If the department head determines property to be surplus and no longer useable to the department, they must submit a Surplus Equipment Move form, through Archibus Web Central. Personnel must complete the initial Archibus training and then the Asset & Equipment Management training, in order to submit a Surplus Equipment Move. The Surplus Equipment Move form must accompany the equipment/assets. Any equipment/assets brought to the surplus warehouse, without a Surplus Equipment Move, may be refused, on a case by case basis. The link to the Archibus Web Central is:

https://archibus.unlv.edu/archibus/login.axvw
Per state law, no department or person may sell or dispose of any University property to any individual, agency, and/or company without proper authorization. The only authorized department that may sell and/or dispose of University property is the Surplus Property office.

**Delivery of Surplus Property**

Departments are responsible for coordinating the transportation of all surplus property to and from the surplus warehouse. If the department wants to move their own item(s) to the surplus warehouse, call 702-895-5384 to schedule an appointment. Capitol North American is the company that the University currently has contracted for moving services and the departments should contact them to coordinate the transportation of surplus property. Their phone number is 702-457-5353.

The Surplus Property office is now offering a pickup service for surplus equipment/assets. The surplus section will review the surplus equipment move and determine if they have adequate resources to pick up the equipment/assets. There will be a fee, if the surplus section picks up the equipment/assets.

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**UNLV SURPLUS PICK-UP FEE SCHEDULE**

<table>
<thead>
<tr>
<th>STANDARD PICKUP CHARGES</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(No Bulky Items, desks, cabinets, etc)</td>
<td>(Greater than 10 Items or Bulk Items)</td>
</tr>
<tr>
<td>1 - 10 Items</td>
<td>$35</td>
</tr>
<tr>
<td>Greater Than 10 Hourly Rate</td>
<td>(Minimum 1 Hour Charge)</td>
</tr>
</tbody>
</table>

Capitol North American
- Supervisor: $25/hr
- Laborer: $25/hr
- Laborer: $25/hr
- Truck: $22/hr
- Total: $97/hr

**NOTE** ADDITIONAL CHARGES MAY BE ADDED FOR USE OF FLATBED DIESEL TRUCK OR PROPANE FORKLIFT
Redistribution of Surplus Property

After property is transferred to the Surplus Warehouse; it will be made available to university departments for a nominal fee, to offset the expense, associated with processing surplus equipment. Departments can view the current surplus equipment inventory at the following link:  [https://spo.sysapps.unlv.edu/](https://spo.sysapps.unlv.edu/)

The Campus Surplus Sale is on the 2nd and 4th Tuesday of each month between 2:00 p.m. and 4:00 p.m.. An IDR must be submitted for the purchase of the Surplus property.

Disposing of Surplus Property

Surplus Sales

The Surplus Property office conducts surplus sales, open to the general public, every 2nd & 4th Thursday of each month, from 1:30PM to 4:00PM. All sales are final, with no warranty or guarantee. Payments accepted is credit card only.

NOTE: Computers and related items, older than four years of original purchase date that is purchased from surplus will not be supported by Office of Information Technology (OIT) These computers will not be available, for campus use, and cannot be purchased with an IDR.

Donations

Surplus property that cannot be sold, may be donated to any tax supported agency or non-political 503C non-profit entity. Preference will be given to government agencies in the State of Nevada.

Disposal

Items having no residual value to the University or to any donation site may be stripped for parts and/or scrapped. Surplus Property office will coordinate for disposal to a landfill and/or recycling center. The disposing department will incur no costs.
**Frequently Asked Questions**

**Does the Surplus Property office pick up my department’s surplus equipment?**

Departments are responsible for coordinating the transportation of all surplus property to the surplus warehouse. They can bring the equipment themselves, contact Capital North American, or contact the Surplus Property Office. Capital North American and the Surplus section have a pick up fee.

**Where can I find the Surplus Equipment Move Request form?**

If you have the initial Archibus and Asset & Move Management training, you can submit the Surplus Equipment Move at the following link: [https://archibus.unlv.edu/archibus/login.axvw](https://archibus.unlv.edu/archibus/login.axvw)

**Is the surplus equipment free of charge to the UNLV departments?**

Surplus equipment is available to university departments for a nominal fee, to offset the expense, associated with processing surplus equipment. The Campus Surplus Sale is on the 2nd And 4th Tuesday of each month between 2:00 p.m. and 4:00 p.m... An IDR must be submitted for the purchase of the Surplus property.

**Can I throw my broken furniture, damaged computer, old table into the trash bin?**

Per state law, no department or person may sell or dispose of any University property to any individual, agency, and/or company without proper authorization. The only authorized department that may sell and/or dispose of University property is the Surplus Property office.

**I am leaving the university; can I purchase the computer that I am currently using?**

The computer will need to be sanitized, and then a Surplus Equipment Move will have to be submitted, with department head’s approval. Once the computer is received in the Surplus warehouse, it will then be placed on the Surplus Property online auction site. The equipment will then be available to bid on.

**When is the surplus warehouse open for the general public?**

The Surplus Property office conducts surplus sales, every 2nd & 4th Thursday of each month, from 1:30PM to 4:00PM. All sales are final, with no warranty or guarantee. Payments accepted are credit card only.
When can I bring my surplus equipment to the surplus warehouse?
The Surplus warehouse is open Monday – Friday, 8 a.m. – 5 p.m. You can call the surplus warehouse at #702-895-5384 to schedule your delivery.

How do I get to the surplus warehouse?
Enter the university on Harmon Avenue. Proceed east and then turn right on Tarkanian Way. Proceed south to a fork, in the road, then turn left heading east. The Surplus warehouse is the second building on the left.