INTENT

It is the intent of this policy to ensure that materials, supplies, and equipment which have become unusable, unserviceable or obsolete, or where use has been discontinued due to program or activity changes and/or equipment upgrade, are disposed of in accordance with applicable law and Board of Governors Policies.

POLICY

It is the policy of Edinboro University that no property shall be released or declared as surplus to the State System of Higher Education, without the prior approval of the President.

The State Adverse Interest Law prohibits Commonwealth employees from bidding on surplus property sold by their employing agencies. Violation of the law is potentially punishable by forfeiture of employment and conviction of a misdemeanor.

PROCEDURES

Each department head requesting an item to be declared surplus will provide to their respective Dean or Director a “Surplus Property Form” for each item, for possible inclusion to the surplus inventory. Items identified as fixed assets by the University’s Accounting Office, must be identified for surplus by completing the Asset Movement Form by the individual having inventory responsibility for that particular item.

Each Dean or Director, upon receipt of an Edinboro University Surplus Property Form, will either transfer the property within the academic discipline/department, or certify that the item is no longer usable and forward the forms to the Vice President of the Division for their approval.
Vice Presidents will review all Surplus Property Forms received from their Division. If the Vice President concurs with the recommendation to surplus, the Surplus Property Form will be forwarded to the Office of the Vice President of Finance and Administration. The Office of the Vice President of Finance and Administration will assume the responsibility to consolidate all Edinboro University Surplus Property Forms, and report to the President all items currently declared as surplus by the various divisions and departments of the University.

The President of the University will review all items declared surplus by the University departments and will have final approval authority.

Upon the approval of the President, items will be tagged and submitted to the Office of Purchasing and Contracts for final disposition, which includes notification to the Accounting Office for Adjustment of asset records.

Property deemed as surplus will be sold through a public auction process or as directed by Chapter 19 of the Commonwealth Procurement Code.
EDINBORO UNIVERSITY OF PENNSYLVANIA
SURPLUS PROPERTY FORM (12/08)

Person filling out form ________________________________  Date _____________

Department ____________________________________________________________________________________________

Item (What is it?)
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Serial #/EUP Tag Number  _________________________________________________________________________________

Manufacturer/Model  __________________________________________________________________________________________

Condition/Comments
_____ Scrap metal
_____ Some parts work/Could be rebuilt ________________________________
_____ In good shape, we just don't use anymore ________________________________

______ Transferred to ______________________________________________

Where is it located? __________________________________________________________________________________________

Routing:
Dean or Director ________________________________  Date _____________

Vice President of the Division ________________________________  Date _____________

Vice President of Finance and Administration ________________________________  Date _____________