

EDINBORO UNIVERSITY OF PENNSYLVANIA


DISPOSITION OF SURPLUS PROPERTY - Policy No. C018

Supersedes Policy No. C018, dated 6/6/89, 7/28/92, 3/18/03 and 12/17/08

Recommended for Approval by: _____


Allan J. Golden, Ph.D.
Interim Vice President for Finance and Administration

Approved by: _____


H. Fred Walker, Ph.D.
President

3/1/2018

DATE

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 Pennsylvania 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 for Finance and Administration. The Office of the Vice President for 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 15 of the Commonwealth Procurement Code.

EU Surplus Property Form

Link: [C018 Surplus Property Form 01.31.18.pdf](#)

EU Asset Movement Report Instructions

Link:

[C018 Asset Movement Instructions.pdf](#)

EU Asset Movement Report

Link: [C018 Asset Movement Report Form.pdf](#)

CONTACT INFORMATION

Vice President for Finance and Administration

Reeder Hall – 2nd floor

Edinboro University of PA

Edinboro, PA 16444

(814) 732-2585

RELATED RESOURCES

PASSHE Board of Governors Policy 1998-04-A: Procurement of Goods, Services, Supplies, and Construction

Link: http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201998-04-A.pdf

Chapter 15 of the Commonwealth Procurement Code

Link:

<http://www.dgs.pa.gov/Local%20Government%20and%20Schools/COSTARS/PublishingImages/title62.pdf>

**EDINBORO UNIVERSITY OF PENNSYLVANIA
SURPLUS PROPERTY FORM**

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 _____

Division - Vice President _____ Date _____

Vice President for Finance and Administration _____ Date _____

EDINBORO UNIVERSITY OF PENNSYLVANIA

ASSET MOVEMENT REPORT INSTRUCTIONS

*Questions on this form should be directed to:
Theresa Vilella in Accounting at 1297*

1. Enter the date that the assets actually moved, were cannibalized, discovered missing/stolen, reported as surplus, traded, disposed of, or worn out/damaged beyond repair.
 2. **Cannibalized** -- the asset was taken apart and parts are being used to repair other pieces of equipment. Examples of equipment that can meet this criteria are audio/video equipment sent to Media Services, computer equipment at the Computer Center, Physiographs used in Biology/Health Services.
Missing/Stolen -- the asset cannot be located after conducting a reasonable search. These items must be reported to the campus police.
Surplus -- the asset is no longer needed by the department and is in sufficient shape to be valuable to another university or state agency. These assets must also be reported using the surplus form.
Trade-in on ER# _____ -- asset is being traded in on another piece of equipment. On the blank line, fill in the expenditure request number for the new purchase that includes the trade of this asset.
Transfer -- asset (s) are being moved. Check this space for assets that are staying within your cost center, but changing room, or building and room. Do not use this report for temporary room changes (i.e. moves that will be reversed before the end of the fiscal year). Check this space when assets are moving between cost centers. This information is very valuable for assets inventories.
Worn Out/Damaged Beyond Repair -- assets that do not meet any of the aforementioned categories and are ready to be thrown out. These assets must not have any surplus or cannibalization value.
Warranty Swap -- Asset under warranty is being replaced by manufacturer with similar equipment. Primary example is computer items such as monitors.
 3. **Moving From:** Enter the number and name of the cost center that is releasing the asset (s) for removal. Enter the asset(s) current (old) location.
 4. **Moving To:** Enter the number and name of the cost center that is receiving the asset (s). This cost center will be responsible for the asset (s). Enter the asset(s) new permanent location.
 5. **Item Description:** Fill in the asset (s) noun description. **For example:** E-3200 Gateway System, VX700 Gateway Monitor.
 6. **EUP Tag #:** Fill in the Edinboro State College or Edinboro University bar code tag number. This number and/or the serial number is crucial to identification of the asset on EUP's database.
 7. **Serial #:** Fill in the asset (s) serial number located on the manufacturer's plate. If you cannot find this number, please call the Fixed Asset Assistant or the Plant Fund Accountant in the Accounting Office.
 8. **Manufacturer:** Fill in the name of the manufacturer. Usually written on the asset somewhere.
 9. **Model #:** Fill in the model number usually located on the manufacturer's plate.
 10. **Other Identifying Data:** Fill in any words printed on the asset that makes the asset easily identifiable, the purchase ER or PO if known, the vendor's name if known. Fill in any additional information that may help the Accounting Office, Fire and Safety Officer, or Maintenance Office identify the asset.
 - 11.&12. **Approval Signatures:** Signatures of the releasing and receiving cost centers and their supervisors must be obtained before processing of this form can take place.
 13. **Accounting Use Only:** This section contains blocks that will be used by the Accounting Office to process the information submitted on this report.
- NOTE:** In order for Facilities to move equipment, a work order form needs to be completed and a copy of a completed asset movement report attached to the work order form

EDINBORO UNIVERSITY OF PENNSYLVANIA

ASSET MOVEMENT REPORT

ACCOUNTING USE ONLY:

Initials: _____

SAP Updated: _____/_____/_____

An asset is equipment, furniture, software, building, vehicles and improvements with a cost in excess of \$5,000 and an estimated useful life of two years or more. If your request is to dispose of any electronic device that costs less than \$5,000, this form does not need to be completed. Place a facilities work order to have the items picked up and delivered to Technology and Communication in Ross Hall.

Note on the facilities work order the equipment is to be recycled. See Recycling Services link.

Type of Movement (check one):

_____ Surplus _____ Transfer _____ Other

_____ Missing _____ Trade-in on PR# _____ Worn Out/Damaged Beyond Repair

Moving From: Cost Center	Dept. Name	Building	Room	Moving To: Cost Center	Dept. Name	Building	Room
35							

ASSETS BEING MOVED:

1	Item Description	EUP Tag #	Serial #	Manufacturer	Model #	Other Identifying Data
2						
3						
4						
5						
6						
7						
8						
9						

APPROVAL SIGNATURES:

Asset(s) From:

_____ Date _____
 Cost Center Head Phone _____
 _____ Date _____
 Dean or Vice President

Asset(s) To:

_____ Date _____
 Cost Center Head Phone _____
 _____ Date _____
 Dean or Vice President