



Federal Excess Property
Program

POLICY STATEMENT

Excess Government property is material, used or new, which is owned by the Federal Government, is no longer needed by the holding Federal agency, but has additional useful life. Items are usually allocated on a first-come, first-served basis. The University may be authorized to receive such excess property by a contracting agency when the property directly furthers an active contract. Such authorization is dependent upon the terms of the contract and the regulation of the specific agency involved. Fixed Assets Section is responsible for accounting for all excess equipment

An administrative fee is added to University department purchases from the State of Nevada Surplus Property department to cover the costs of processing.

The University will specify the method of shipping and pays all expenses related to processing, packing, transportation and subsequent installation, rehabilitation and maintenance and disposal.

All Departments that acquire Federal property must adhere to the conditions of use set forth by the Federal government. The Terms and Conditions are listed below.

- Surplus property may be acquired only for educational or research purpose within the University. Any acquisition for purposes of resale or other use is prohibited.
- Must be placed in use for the purpose for which acquired, no later than 12 months after acquisition.
- Must be used for the purpose for which acquired, for a period of not less than 24 months,
- May not be sold, traded, leased, loaned, bailed, cannibalized or dissembled for secondary

purposes or otherwise deposited, of use without prior written approval of the Federal Government.

- May be transferred between departments during the specified period of use only if the property will be used for purposes similar to those for which it was originally acquired.
- All non-expendable, surplus property meeting University inventory requirements must be assigned a University inventory number and charged to the inventory account of the receiving department.

PROCEDURES

To view a list of excess property, contact Property Control (895-0859) for the website and access instructions. Additional information for GSA excess property is available through the State of Nevada, Purchasing Division Go to the following link: http://purchasing.state.nv.us/property_program.htm or contact Surplus Property Program at 775-688-1160, ext. 227.

Complete the Screeners Tally Request (Attachment (1)) and the Letter of Authorization to Remove Property (Attachment (2)) and submit the forms to the Fixed Assets Section. The Fixed Assets Section will then forward it to the Purchasing Division, who will forward the request to the sponsoring Federal agency for approval.

When delivery is made to the University, the receiving party (normally Central Receiving but possibly the ordering department) determines that the number of packages corresponds to the bill of lading and that there is no visible damage. The department purchasing the equipment, upon its receipt, will make a thorough inspection to determine that it is as ordered and that there is no concealed damage. If the shipment is not in order, discrepancies are noted and the Fixed Assets Section will be promptly informed.

The Fixed Assets Section will then notify the Purchasing Division. All actions necessary to obtain adjustment of shortages, overages or damages in shipment from the vendor, supplier or carrier, as appropriate, should be taken.

When a University department takes delivery of Government furnished Equipment, it must promptly notify the Fixed Assets Section so that the property can be properly tagged and recorded.

If damaged shipments are received on Government bills of lading, the section, "The Report of Loss, Damaged, Shrinkage", must be completed on the back of the Government bill of lading. A statement of the condition and the apparent causes is then furnished to the Government.

Notice of receipt of Government furnished property is provided to the Government immediately upon receipt of the property. In the instance of contractor acquired property, notice of receipt must be provided to the Government no later than the time the University submits application for payment of the property.

When Government owned property is no longer needed for research purposes, disposition instructions will be requested from the Government property administrator. The property shall be disposed of in accordance with the U.S. Government instructions. Disposition data, including date of disposal and sales price or the method used to determine current fair market value, will be maintained. Sales procedures are established to assure competition to obtain highest practical sales price. All U.S. Government markings and identification shall be removed or obliterated from equipment that is sold, scrapped, or title transferred to the University.

REASON FOR POLICY

The reason for this policy is to provide direction to university departments regarding the acquisition and disposal of Federal Excess Property.

ENTITIES AFFECTED BY THIS POLICY

Entities affected include all departments, university employees and volunteers, students and impacted members of the community.

WHO SHOULD READ THIS POLICY

- Deans, Directors, and Department Heads
 - Any employee who receives federal excess property.
 - Any employee associated with purchasing or receiving excess materials at the University of Nevada, Las Vegas
 - Employees involved with fixed asset acquisition and control.
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RELATED DOCUMENTS

Board of Regents Equipment Policy

FSS P 4025.5 Donation Surplus Personal Property

DRMS-I 4160.14, Chapter 5

Department of Delivery Services Policy concerning Surplus Property

CONTACTS

Fixed Assets Section	Glenn Pugh	(702) 895-10859	Glenn.Pugh@unlv.edu
Purchasing Division	Marie Gullett	(775) 688-1160	mgullett@purchasing.state.nv.us

DEFINITIONS

Bar Code Tag	Asset identification tag assigned and affixed to an asset to assist in its identification and the physical inventory of equipment.
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Excess Government Property	Property which is no longer required by the Federal Agency and is available to other Federal agencies or federal contractors as the University.
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University	A public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special department or colleges.
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RESPONSIBILITIES

Department	Submit requests for excess property to Fixed Assets Section for approval.
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Fixed Assets Section	Verifies excess property requests are complete and accurate. Forward requests to the Purchasing Division. Bar code tag the property when received. Add property to the department's inventory. Inventory all federal excess property. Remove bar code tag and properly dispose of property when no longer required.
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Purchasing Division

Forwards all federal excess request(s) to the applicable Federal agency for approval. Notifies University when excess request(s) are approved. Provides disposition instructions on excess property no longer needed.

C5 - RTD Program

Enclosure 8 - Letter of Authorization to Remove Property

Date:

To: DRMO

From:

I, _____ the undersigned, hereby authorize
(PRINT NAME)

_____ to remove the below listed requisitions on my behalf.
(PRINT NAME)

Extent of Authority: **To remove property.**

SIGNATURE OF CUSTOMER: _____

LIST ITEM(S) by Requisition/DTID Number:

The provisions of this publication apply to all Remaining Government personnel at impacted, non-impacted and non-competed sites. This publication may be mandatory or advisory to the MEO, as stipulated in or modified by the Performance Work Statement.