



Surplus Property

POLICY STATEMENT

The Department of Delivery Services is responsible for coordinating the storage, disposal, and sale of surplus university assets in order to ensure compliance with all grant/contract sponsors and/or the Board of Regents policy.

REASON FOR POLICY

This policy provides guidelines for the transfer, storage, disposal, or sale of surplus university assets in order to ensure compliance with all grant/contract sponsors' and/or Board of Regents requirements. University assets include equipment, materials, supplies, art, antiques or used furniture, library volumes, and museum pieces.

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 purchasing or receiving materials at the University of Nevada, Las Vegas
 - Employees involved with fixed asset acquisition and control
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WEBSITE ADDRESS FOR THIS POLICY

<http://www.unlv.edu/depts/delivery/SurplusPolicy.doc>

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RELATED DOCUMENTS

Board of Regents Equipment Policy

Chancellors Memorandum 01-03

OMB Circular A-133

OMB Circular A-21

OMB Circular A-110

Department of Delivery Services Policy concerning Surplus Property

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DEFINITIONS

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

Accumulated Depreciation	Total reduction in value over time of an asset since its acquisition, which is recorded for financial statement purposes.
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Acquisition Cost/Value	Value of an asset at the time it is acquired. May be the invoice price or, if donated, the fair market value. Also included are costs incurred to place the asset into service (examples: freight, installation).
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Additions	Acquisition of new assets, or modifications to existing assets that increase the useful life or the service potential of these existing assets. Examples include addition of a wing to a building or installation of a central air conditioning system in an office.
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Appraised Value	Estimated value of an asset based on the expertise of a qualified independent appraiser.
Bar Code Tag	Asset identification tag assigned and affixed to an asset to assist in its identification and the physical inventory of equipment.
Book Value	Difference between the acquisition cost and accumulated depreciation. At the time of acquisition, book value equals acquisition cost. For gifts, it is the market value at the time of donation.
Capital Asset	<p>Tangible, permanent item with a life of at least two years that is held for purposes other than investment or resale and has a value of:</p> <p style="padding-left: 40px;">\$2,000 or more, for moveable equipment</p> <p>There are six types of capital assets: moveable equipment, fixed equipment, buildings, building components, land, and improvements other than buildings.</p>
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.
Depreciation	Method for allocating the cost of buildings and equipment over time. Generally accepted accounting principles and federal regulations dictate that the value of capital assets must be written off as an expense over the life of the asset.
Disposition	Final status of an asset when it is removed from the inventory of assets and no longer physically located on site (examples: sale, scrap, donation, transfer to another unit, etc.).
Expense	Charge incurred for the current fiscal period.
Fixed Equipment	Equipment permanently affixed to a building, but separate from the building itself. Examples include light fixtures, wall-to-wall carpeting, and raised flooring.
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 copyright interests.
Inventory Tag Number	Sequential number generated by the Capital Asset System that is unique to each item of equipment.

DEFINITIONS CONTINUED

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.
Scrap Equipment	Item that can be discarded as worthless or broken down into parts for disposal or salvage.
Software	Entire set of programs, procedures, and related documentation associated with a computer system. Note: Personal computer operating and application software included with a purchase of a computer system (hardware) as part of the base system price will be considered part of that hardware system, and the related software will be included in the value of the hardware.
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. May be determined by a schedule of averages for a particular class of assets.

RESPONSIBILITIES

Department Head	The Department Head is responsible for the equipment assigned to his/her department. This general responsibility includes responsibility for control, accountability, inventory, and maintenance of all equipment purchased for, transferred to, donated to or assigned to the department.
Property Control	The Property Control Department is responsible for: Tagging equipment Making periodic inventories of University equipment Maintaining the master file of University equipment Providing other departments with forms referred to in this manual Disposing of or re-utilizing equipment turned in by a department as surplus

OVERVIEW

General Comments

The University of Nevada - Las Vegas surplus property is primarily responsible for the proper disposal of all university Fixed Assets. These disposal and recovery of surplus assets must meet the criterion specified by the policies and goals put forth by UNLV, the NSHE Board of Regents, and the State of Nevada - Governors Office. (Title 4 – Chapter 10) and by the Nevada Revised Statutes (NRS Volume 17 – Chapter 333 – Section 220 and NRS – Volume 21 - Chapter 396 – Section 436).

The University of Nevada, Las Vegas obtains fixed assets in pursuit of its mission. To comply with federal regulation and generally accepted accounting principles, this policy sets forth the requirements for acquiring, disposing of, and accounting for these assets, as well as the definitions of different types of capital assets.

Stewardship

Department Heads are principally responsible for stewardship of university assets under their control.

Responsibility of fixed assets involves basic safeguarding and physical security, compliance with university, state, and federal record keeping requirements, keeping assets in good working condition, and using them safely and properly.

PROCEDURES

Surplus Property

Surplus Property is any University owned equipment or supply that is no longer utilized within a particular department or campus office. This equipment includes both capitalized assets (those with property control tags) and non-capitalized equipment (those with no property control tag).

Examples of surplus property include computers, furniture, office equipment, recreational equipment, lab equipment, vehicles and grounds equipment, desk organizers, pictures, instructional materials, etc.

Not Accepted by Surplus The Surplus Property Division cannot accept any hazardous material. This includes inks, dies, chemicals, toner cartridges, explosive materials, acids, or asbestos materials, etc. If a department has this type property that needs disposal, they must contact the Risk management office.

Declaring Surplus If the department head determines property to be surplus and no longer useable to the department they must complete a property movement request (PMR) form for each property item being sent to surplus, whether or not the item has a fixed asset decal.

NOTE: Multiple items may be listed on one movable equipment form when a group of like items without fixed asset decals is being declared surplus property. For example, if 40 student desks are being declared surplus property, the Movable Equipment Form should state "40 student desks."

Computers should not be placed on the same PMR with furniture. Information technology is responsible for removing and redistributing all computers on campus.

Upon receipt of the PMR, the property control office will forward the PMR to the facilities management department. They will arrange for the property to be picked up from the department by campus moving services. If moving services staff is not needed for the move, the department may bring the item(s) to the surplus warehouse (with the PMR) on Thursday's between 1:00 p.m. and 4:00 p.m. (Unless it is computer, all computer must go through information technology)

As 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 Division

Redistribution of Surplus After property is transferred to the Surplus Warehouse, it will be made available to university departments, at no charge in most cases.

NOTE: Computers and related items taken from surplus will not be supported by campus computing services

If a department would like to view the current inventory of surplus they may come to the surplus warehouse on Thursday's between 1:30 p.m. and 4:00 p.m.

Upon notification by a University department of any surplus equipment desired, the surplus clerk will prepare a PMR and arrange for the campus moving crew to transfer the property from the warehouse to the department. No further action is required by the department.

Disposal of surplus

Surplus Sales

The surplus property department will conduct period surplus sales open to the general public dependent on the amount of equipment available for sale. All sales are final, cash & carry and with no warranty or guarantee. There will be no costs incurred by the department for the sale of these items.

The sale must be advertised before the sale for campus redistribution preferably 1 week in advance to allow the moving crew enough time to move the equipment.

Surplus sales are to be advertised to the general public in the local newspaper and require submission four business days prior to the day the advertisement is to be run. Advertisements may also be made through campus e-mail and/or through a bidder's list. A list of equipment to be available is developed by property control. For special surplus sales, a potential buyer's list may be made by property control. Advertisements through e-mail or bidder's list include a numbered list of equipment and minimum bid, a bid form, and the times established for viewing and bid opening. Potential bidders are encouraged to personally inspect the equipment to determine its condition.

The minimum bid price will be established via market value, appraisal value, motor pool, or donated value but the actual sale price will be determined by the highest bidder. If no one bids at the minimum asking price, Surplus Sales has the right to discount the bid item until sold (or disposed of). A price list must be compiled before the sale.

Market Value - The item's resale price will be determined by Surplus Sales based on market value (e.g. E-Bay, past sale price of comparable item, etc.).

Appraised Value - For items that require an appraisal, the item's resale price will be determined based on the appraisal. Appraisal fees will be deducted from the department's portion of the sale's proceeds.

Vehicle Value - Surplus Sales will establish a vehicle's minimum bid-value based on the recommendation of the motor pool mechanics.

Surplus Sale Deposits

All payments received by surplus sales are deposited into the surplus fund account. These received funds are not transferred to other accounts unless approved by the Associate VP for administration. The monetary funds in this account are used to off set the surplus costs that are incurred while setting up the surplus sale, advertising the sale, and the time spent with surplus equipment or material.

Donations

Surplus property that can not 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 will coordinate for disposal to a landfill and/or recycling center. The disposing department will incur no costs.

Disposal of Computers

In addition to the aforementioned general procedures, surplus is responsible for the disposal of surplus, obsolete and worn out computer equipment. Campus Computing Services (CCS) will make every attempt to salvage equipment by repairing, upgrading other department equipment, trade-in, or stripping for parts. Equipment may also be reassigned to other appropriate University sites. If

CCS advises that the equipment warrants disposal, Surplus will coordinate these activities. A list of equipment with descriptions, tag numbers, and when applicable, resale value and suggested selling price must be submitted to surplus. Computer equipment having resale value will be sold at a surplus sale. Unsold computer equipment may be donated to local schools, hospitals or other nonprofit organizations.

Computers or other e-waste that can not be sold or redistributed must be properly disposed of through off-lease clearing house. To dispose of the equipment properly surplus must:

- a. Record the description, model, and serial number from the equipment to be disposed of.
- b. Palletize and shrink-wrap all of the equipment neatly and orderly.
- c. Store all processed pallets in the surplus yard blue shed. **(Do not leave the equipment outside)**
- d. When you have 26 pallets ready for disposal contact off-lease at (661) 729-2677 and inform them you have equipment available for disposal.
- e. They will fax you the pick-up form. Complete the form and attach the equipment list with serial numbers and fax it back.
- f. They will contact you when they can pick up the equipment.
- g. After they recycle the equipment they will mail you certificates of destruction for the equipment.

FORMS AND TOOLS

The following forms and tools are utilized in conducting surplus transactions

Name	Description
Property Movement Request	Use this form when transferring equipment to surplus equipment or updating the location of fixed assets.
