

Surplus Property Procedure

Applicability	All	
Last Revised	06/30/15	
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Governing Body	Business Operations Campus Services	
SAS 112 Applic.	No	

Introduction:

Business Operations is responsible for the processing and disposal of items which are no longer needed or usable by Bowling Green State University (BGSU). This centralization is important to ensure compliance and to match the surplus property of one University department with the needs of another. The goal is to redistribute property to other University departments wherever feasible.

Purchasing has delegated computer disposal responsibility and authority to Information Technology Services (ITS) for all technology-related equipment. Contact ITS to discuss disposal of technology-related equipment.

Procedures:

Disposing of Non-computer items:

- Items no longer needed by a department should be sent to surplus. Broken items with no residual value or general office items should not be sent to surplus. Please call Business Operations with help defining disposition.
- Items that cannot be utilized by other departments will be sold at GovDeals, an on-line auction site that is managed at Warehousing.
- Arrange moving of surplus items with Campus Operations.
- For items which originally cost more than \$3500, complete the Equipment Disposal Form [Equipment Disposal Form](#) and forward to Warehousing. In cases where the purchase value is unknown but could be near or above \$3500, please complete the form. Business Operations and the Controller's Office will assess whether the item is on the University's fixed asset inventory.
- Property or equipment obtained under sponsored research agreements such as grants, contracts, or cooperative agreements may have restrictions on the use and disposition of capital equipment acquired under those agreements. In such cases, deans, chairs and

directors should contact the Office of Sponsored Programs and Research for review and approval before any disposition of such property or equipment.

- Departments having vehicles or unique surplus items with limited markets should contact the Director of Business Operations at 419-372-3905 to make special arrangements for disposal.

Obtaining items for your department:

- Periodic viewings are held of the surplus. Visit the Warehousing homepage for the schedule and location. [Warehousing Home Page](#)

Authorization required:

- Deans, department chairs, and directors are authorized to declare that property in their area(s) of responsibility is surplus and/or no longer usable. They are also responsible for maintaining written documentation for the disposition of property from their area(s) that meets or exceeds the asset capitalization threshold of \$3500.