



Surplus Property Disposal

I. Introduction

This policy has been established to protect College of Law assets and to provide guidelines for the College of Law community when considering how to handle surplus property and/or to dispose of College of Law property. Because some assets may be leased or on loan by vendors, due diligence must be exercised to determine that the asset is the property of the College of Law. All property and equipment (known as fixed assets) purchased with College of Law funds (including unrestricted College funds, grants, endowments or gifts), donated to the College, or acquired for College use through other means are the property of the College of Law, and title remains with the College of Law until asset disposal. The following describes the procedures individuals will follow to dispose of any College of Law property.

II. Disposal Generally

Surplus property is property that is either no longer used or for which no further planned use exists. It includes all tangible assets, such as equipment, furniture, and other movable fixed assets. College property may not be sold, traded, salvaged, scrapped, donated, or otherwise disposed of without prior approval from the appropriate department head and the Associate Vice President of Business and Finance, acting on behalf of the Dean. Special guidelines are detailed below for hazardous substances, computers, and electronic equipment.

III. Property Acquired Through Donation or External Funding

Special rules may apply for any assets purchased or acquired with special donated funds or specific grant or contract funds. For equipment or material that was purchased with special donated funds or specific grant or contract funds, the Business Office will work with the appropriate department to determine if title to the items to be disposed of has passed to the College of Law or if the grant language contains specific disposition requirements.

IV. Methods of Disposal

Effective asset management encourages recycling within the College community to control costs. When a department head seeks to declare property as surplus, the department head should first contact the Associate Vice President of Business and Finance for advice and a determination of proper disposal procedures. Disposal of the College property should be at the lowest possible cost to the College of Law. The following methods may be considered for the disposal of surplus property:

- A. Internal Transfer:** Reasonable efforts should be made to re-purpose surplus items. This will be done first by consulting with the various campus offices on anticipated campus needs. Thereafter, and before initiating an alternative disposal method, the department head seeking to dispose of the property will send a brief description to all department heads to determine if other departments may have a use for the property. For any property tagged as inventory, the Business Office should be given notice of the property transfer to another department.
- B. Trade or Exchange:** If the item appears to have value in the market, an effort should be made to see if the property can be traded or exchanged with College vendors or suppliers for either other property or a credit against future purchases. All such arrangements will be initiated by the department head and documented in the Business Office. Exceptions include trades or exchanges conducted in the ordinary course of business, e.g., excess Bookstore inventory and library books that may be routinely traded, exchanged, or returned by the respective department head without the involvement of the Business Office. If other opportunities exist to trade in surplus items to offset the purchase cost of replacements, these should be discussed with the Associate Vice President of Budget and Finance and properly documented by the Business Office for audit purposes
- C. Sale:** If the item is deemed to have some value, it can be listed for sale via the on-line [Classified](#) section of the intranet, sold externally, or both. Items will typically be sold on a first-come, first-served basis at a price set by the Business Office, open for best offer at a price, sold by competitive bid, sold on consignment, or sold through other methods deemed appropriate by the Business Office. This may include internal sales limited to the Stetson community. Advertising for any sales and then handlings of bids and offers will be managed by the Business Office.

Items will be sold "as is" for pickup. If the item is sold, all sales will be on an "as is" and "where is" basis, with no warranties of any kind, express or implied, attached to the item. College of Law personnel will not offer written or verbal assurances regarding asset market value, condition, utility, age, expected life, or defects. All sales are final with no returns or refunds allowed. All proceeds from sales of any item will be deposited in a general institutional income account. Funds will not revert to the department from which the items were declared excess.

- D. Donation:** Items that cannot be reused internally or sold may be donated to not-for-profit organizations approved by the Dean. Donations require a written recommendation from the appropriate department head and the Associate Vice President of Business and Finance, with a notation of the intended beneficiary organization and approval by the Dean. Donations to for-profit entities are not

permitted. Items may be donated if they are not sold after at least one attempt, or where the donation may result in intangible (i.e., goodwill) benefits to the College of Law. Once a donation request is approved, the recipient will receive an acknowledgement letter from the College of Law. The Business Office will maintain a record of the donation, including a description of the donated property and an estimate of the fair market value.

- E. Disposal as Waste:** Items that cannot be sold or donated will be discarded through the College of Law's normal waste removal process after proper approval is obtained from the Associate Vice President of Budget and Finance. Once the disposal request is approved, title and ownership by the College of Law is relinquished and the item(s) can be properly and legally discarded. Due to a variety of issues that can result from removing property that has been designated for disposal, no member of the Stetson community should remove items from trash bins or receptacles. Only the Dean or the Dean's designee can approve an exception.
- F. Disposal of Hazardous Substances:** Surplus hazardous substances (chemical, biological, etc.) should be disposed of using appropriate methods of disposal.

V. Computers and Electronic Equipment

All computers, computer-related items, and electronic devices owned by the College (such as cell phones and PDA's) will be declared surplus only by the Director of Information Technology with the approval of the Associate Vice President of Budget and Finance. When appropriate, the Director of Information Technology will consult with the Associate Vice President of Budget and Finance regarding whether to permit certain items to transfer internally. Examples of items not suitable for internal transfer may include certain typewriters, computers, printers, or other items that may become surplus because of predetermined replacement policies, or when analysis has shown it is economically unwise for the College of Law to retain certain equipment after a given period of time, considering replacement cost, repair cost, maintenance cost, level of usage, and efficiency.

Employees leaving the College of Law may purchase any individually assigned cell phone or PDA under the method described in the College's policy on Cellular Phone and Electronic Devices Policy.

Disposal and donation policies will generally apply to computers and electronic equipment, but the Office of Information Technology will work with the Business Office to determine the best disposal method on an item-by-item basis. Before disposal, the Office of Information Technology will insure all hard drives retaining data have been removed and destroyed and any remaining College of Law data has been purged from the equipment and is not retrievable.

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