Finance & Operations Procurement and Business Services Policy FO-PUR-16
Transfer & Disposal of Surplus Property

AUTHORITY
Texas Gov. Code, Title 10, Subtitle D, Chapter 2175 Surplus and Salvage Property
The Property Coordinator is designated the state's property manager for the University. By state law, the
property manager is the only person that can sell or dispose of state property if it has any value. No other
person, even if acting in good faith, may dispose of or sell property.

PROCEDURE
The department chair, department head, dean, or vice president is responsible for promptly identifying
and reporting to the property manager any excess equipment under the department's control. Once
reported, the property manager will assist in the initiation of transferring the equipment to the Property
Office. A department that needs the equipment may obtain the equipment from the property officer. The
surplus property may be transferred to public schools, school districts, other state agencies, or sold at a
public auction or through sealed bids. All University surplus or salvage property will be disposed of
through the Property Department. Surplus rules require competitive bidding in the disposition of surplus
property if it is not transferred to another state entity. The Property Department will advertise auctions
and/or sealed bids throughout the year in a minimum of one local newspaper and on one website.

Reviewed by: John C. Hitzeman - Director of Procurement and Business Services - 03/28/11
Next Review: 03/28/12