

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Property Office Policy FO-73

Property Department Scrap Metal Sales

Informal bids for the sale of scrap metal will be obtained by the Property Office on a per pound basis. The container will be weighed by the University after bid solicitation.

- The bid may be awarded to the highest bid received. The University reserves the right to reject all bids reviewed.
- The awarded vendor will be responsible for the cost of weighing the trailer and contents.
- The awarded bidder's delivery location must be within 12 miles of the University's main campus. The University will only deliver to a registered metal recycling center from the Texas Department of Public Safety's website. The delivery location must be easily accessible.
- The University will not deliver to a residential location.
- Payment is due upon receipt of the scrap metal by the awarded vendor.

If no bids are received, the University reserves the right to dispose of the scrap metal through a local recycling center.

Reviewed by: Jennifer Jones, Controller
 Donna Slott, Assistant Controller

Review Date: July 2025

Next Review Date: July 2030