

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

Finance & Operations Property Office Policy FO-74
Transfer & Disposal of Surplus Property

AUTHORITY

Texas Gov. Code. Title 10, Subtitle D, Chapter 2175 Surplus and Salvage Property –
<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2175.htm>

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. Surplus rules require competitive bidding in the disposition of surplus property if it is not transferred to another state entity.

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 Office. The surplus property may be transferred to public schools, school districts, state agencies, sold at a public auction or through sealed bids. All university surplus or salvage property will be disposed of through the Property department.

Computer and Computer Related Equipment: All surplus computers and computer related equipment must be sent to Information Technology for disposal. It is imperative that all devices capable of storing SHSU information be sanitized in a way that will make data recovery impossible. This includes copy machines and printers.

Hazardous Materials: Items that contain, have contained or came in contact with hazardous material (i.e. biological, chemical, or radioactive materials) will need to contact Environmental Health & Safety department for clearance prior to submitting an RC-21 form to the Property Office.

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

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Next Review Date: January 2029

