

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

Finance & Operations Procurement and Business Services Policy FO-PUR-14
How to Sell Live Animals

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 state property.

SEALED BID PROCEDURE

Step 1. Agricultural Sciences shall prepare and submit a surplus property form, Request for Changing Inventory Items and Work Request, Form No. RC-21, to Property listing the animals to be sold.

Step 2. If the value of the lot of animals to be sold is estimated to be \$15,000 or less, Property and Agricultural Sciences will attempt to obtain at least one bid to sell the animals.

Step 3. If the value of the lot of animals to be sold is estimated to be over \$15,000, Property shall advertise the sale at least one time in at least one newspaper of general circulation in the vicinity where the property is located (The Huntsville Item) and at least one time in a newspaper or publication of regional or statewide circulation (such as, but not limited to, The Weekly Livestock Reporter, The Southern Livestock Standard, or the Houston Chronicle). The cost of these advertisements will be paid by Property if the animals were originally purchased with state funds or by Agricultural Sciences if the original purchase was made with local funds.

All bids will come to the attention of the Property Manager at the following address:

Sam Houston State University
Attn: Property Manager
Box 2028
Huntsville, TX 77341-2028

All bids will be date stamped, a bid tab form will be completed and there will be a witness at the opening to sign the bid tabulation.

Step 4. Property (not Agriculture) will complete the sell by notifying the highest bidder(s).

Step 5. Payment by the buyer shall be made to the Bursar's Office. If the animals were originally purchased with state funds, including HEAF, then the full amount collected shall be deposited into the miscellaneous state income account, 110200-600055-60. If the animals were originally purchased with local funds, then the full amount collected, less any actual expenses by Property, shall be deposited into the Agricultural Sciences local income account.

Step 6. Buyers may pick up the animals only upon presentation to Agricultural Sciences of a paid receipt issued by the Bursar's Office.

PUBLIC AUCTION PROCEDURE

Step 1. Agricultural Sciences shall prepare and submit a surplus property form, Request for Changing Inventory Items and Work Request, Form No. RC-21 to Property listing the animals to be sold.

Step 2. If the value of the lot of animals to be sold is estimated to be \$15,000 or less, Property may authorize Agricultural Sciences to take the animals to a commercial auction facility.

Step 3. If the value of the lot of animals to be sold is estimated to be over \$15,000, Property may authorize Agricultural Sciences to take the animals to a commercial auction facility or Property may conduct an auction. If an auction is conducted on campus, Property shall advertise the

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sale at least one time in at least one newspaper of general circulation in the vicinity where the property is located (The Huntsville Item) and at least one time in a newspaper or publication of regional or statewide circulation (such as, but not limited to, The Weekly Livestock Reporter, The Southern Livestock Standard, or the Houston Chronicle). The cost of these advertisements will be paid by Property if the animals were originally purchased with state funds or by Agricultural Sciences if the original purchase was made with local funds.

- Step 4.** Property will conduct auctions with Agricultural Sciences' assistance.
- Step 5.** Payment by the buyer shall be made to the Bursar's Office. If the animals were originally purchased with state funds, including HEAF, then the full amount collected shall be deposited into the miscellaneous state income account, 110200-600055-60. If the animals were originally purchased with local funds, then the amount collected, less the actual expenses by Property, shall be deposited into the Agricultural Sciences local income account.
- Step 6.** Buyers may pick up the animals only upon presentation to Agricultural Sciences of a paid receipt issued by the Bursar's Office.

Reviewed by: Tessy Rappe', AVP Finance and Operations
 Renee' Starns, Exec. Director, Procurement and Business Services

Review Date: May 2017

Next Review Date: May 2020