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 –
http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2175.htm

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. 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.

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.

Reviewed by: Tessy Rappe, AVP Finance & Operations
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