

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

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
 Renee' Starns, Exec. Director Procurement and Business Services

Date: February 2019

Next Review Date: February 2022

