

**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.

**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 Officer. The surplus property may be transferred to public schools, school districts, other state agencies, or sold at a public auction or through sealed bids. All University surplus or salvage property will be disposed of through the Property Department. Surplus rules require competitive bidding in the disposition of surplus property if it is not transferred to another state entity. The Property Department will advertise auctions and/or sealed bids throughout the year in a minimum of one local newspaper and on one website.

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