# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

# CENTRAL RECEIVING

# SURPLUS ITEM PROCEDURE 4903.06

**POLICY**

To provide a comprehensive method for identifying surplus items, making them available to other departments and selling unwanted items via auction.

# PROCEDURES

* Surplus items are deemed surplus by various departments on campus throughout the school year. Items are then stored in Central Receiving and made available for use by any department on campus. Notification is given via e-mail of the surplus items and departments are asked to make arrangements for delivery/pick-up prior to the next scheduled auction.
* Auctions are typically held during the summer prior to the start of the fall semester.
* Purchasing is notified of a need for an auction so that an auctioneer can be contracted to advertise and conduct the auction.
* Set-up for the auction takes place in the days preceding the auction. Central Receiving staff are assigned dependent upon the amount of material to be auctioned off.
* Auctioneer fees and any overtime associated with auction set up are paid out of the auction proceeds with the balance being deposited into an auction fund.
* If larger items (vehicles, equipment, etc.) are sold by a specific department, proceeds minus expenses are deposited back to selling departments account.

# SANCTIONS

Employees not following this procedure or knowing submitting incorrect information shall be subject to disciplinary procedures outlined within University Guidelines.

# RESPONSIBILITY FOR IMPLEMENTATION

The Director of Facilities is responsible for implementation of this policy.

# SCOPE OF POLICY COVERAGE

This policy applies to all Central Receiving staff.