



**Policy Number: 520.1**

**Policy: Department Surplus**

**Effective Date: October 1, 2003**

**Revision Date: January 20, 2022**

**Responsible Party: Assistant Vice Chancellor of Finance**

---

## PROCEDURE

State statutes provide specific ways in which surplus state property must be disposed of, regardless of the method of disposition. Any disposition of an asset, whether or not it has an inventory tag, must be approved in advance. Under no circumstances should individual departments attempt to dispose of State property on their own.

1. A written request for disposal must be made to the Financial Services office by filling out the [Department Surplus Form](#). The form must include the following information:
  - a. Fixed Asset Tag Number (if applicable)
  - b. Description of property (make, model, manufacturer)
  - c. Serial Number
  - d. Current Location
  - e. Reason for disposal (broken, obsolete, etc.)
2. All forms must be signed by the requesting departments Fund Controller, Director, Dean or Department Chair before they are sent to the Financial Services office.
3. After Financial Services has reviewed and approved the form, they will initiate pickup of the property.

## Electronic Equipment

Electronic equipment must be properly disposed of or recycled in order to comply with local, state and federal regulations and policies. Financial Services will work with Information Technology to arrange for the following items to be picked up and disposed of.

- All Business/Office Electronics
- Batteries
- Cell phones
- Copy Machines
- DVD Players
- Fax Machines
- Mice
- Monitors
- Network Equipment
- Plasmas
- Printers
- Servers

- Key Boards
- Laptops
- LCDs
- Medical Equipment with NO BIO Hazards
- Stereo Equipment
- Telecom Equipment
- Televisions

## **Sale**

The University may dispose of surplus property through sales to governmental entities and the general public. Sales to the general public may be in the form of garage sales, auctions or bid solicitation. Financial Services will arrange for non-electronic equipment to be picked up by Facilities Services and put in the next MSUB Garage Sale or on the [Public Surplus](#) website.

University employees can purchase surplus property at sales open to the general public. It is not permissible for University or other state employees to purchase the property outside of such sales.

Departments can retain proceeds from the sale of property only when the following criteria are met:

- An individual item is sold for \$500 or more; and
- It can be determined that the item was not purchased from the State General Operating Fund or federal funds. If the funding source cannot be identified for certain, proceeds will be returned to the General Fund.

## **Software**

The requesting department will receive written notification from Financial Services indicating that a software disposal has been approved. The department will also receive instructions on what to do with the software.