1.0 SURPLUS PROPERTY

1.1 Procurement Services is responsible for disposing of the University's surplus or excess property in a manner that serves the best interests of the University and secures the best available price, in accordance with this procedure.

1.2 University property is any item, whether or not operable or a complete unit, purchased by, donated to or otherwise owned by the University. As used in this procedure, University property does not include hazardous materials.

1.3 Chairpersons, directors, or designees of departments in whose custody and care University property is placed may declare such property as surplus. The relinquishing department is responsible for verifying ownership of all equipment and material before proceeding with disposal.

1.4 If a department is replacing an item with an identical or like item, trade-in must be considered. The Director of Procurement Services shall determine whether trade-in or outright sale is more economically advantageous to the University.

1.5 The disposition of property identified as surplus shall proceed as follows:

1.5.1 The first and preferred option for surplus property shall be the repurposing of same to another department of the University.

1.5.2 If no other department of the University can make use of property deemed surplus by the relinquishing department, it shall be offered for sale to the general public by way of auction, sealed bidding or other means so as to produce the highest proceeds to the University net of disposal.

1.5.3 If items offered for sale to the general public are not sold, they may be donated to organizations as set forth in paragraph 1.6.

1.5.4 If the surplus property is not disposed of by way of options set forth in 1.5.1-1.5.3, it may be discarded, with preference given to recycling of the property and/or its component to the greatest extent practical. When the Director of Procurement Services reaches a reasonably informed opinion that the costs of approved disposal methods under this procedure exceed
the value of the property, the Director of Procurement Services may
discard the property or permit the property to be removed from campus
by an outside party at that party’s own cost and risk.

1.6 The following are approved organizations to which the University may donate
or transfer surplus property:

1.6.1 A state-supported or state assisted institutions of higher education.

1.6.2 A tax-supported agency, municipal corporation, or other political
subdivision of this state, private fire company, or private nonprofit
emergency medical service organization.

1.6.3 A nonpublic elementary and secondary school chartered by the state
board of education under section 3301.16 of the Revised Code.

1.6.4 Any other nonprofit organization or municipality if it is determined to
be in the best interest of the University.

1.7 Departments relinquishing surplus property should share any possible recipients
for donation of that property with the Director of Procurement Services.

1.8 Donation programs shall be reviewed, approved and established by the Director
of Procurement Services. Legal Counsel shall review all requests by nonprofit
organizations to verify their status.

1.9 Excess and surplus supplies of food may be donated directly to nonprofit food
pantries without notification to the Director of Procurement Services.

1.10 Unauthorized removal, disposal, or expropriation of any property owned by the
University, regardless of estimated value, constitutes a breach of University
policy and can be construed as theft. (See University Policy 4.75).

History
Effective: 09/09/11
Reviewed: 06/26/2020; 10/14/16 with no revision