

# Portland State University Surplus Property Procedures

## I. Authority

Portland State University (PSU) surplus property procedures are governed by the PSU Surplus Property Policy which is available at:

<http://www.fap.pdx.edu/surplus/SurplusPropPolicy.pdf>

## II. Procedure

All surplus property, including computers, is to be disposed of by the Facilities and Planning (FAP) Surplus Property Program (SPP). Departments are not authorized to dispose of surplus property without following these procedures.

### (II)(i) Collection

Once a department has established it has no further need for a piece of equipment, furniture, IT equipment or other property the following steps should be followed;

1. Submit a work request to FAP to have the items picked up. Work requests may be submitted online at <http://www.fap.pdx.edu/FF/index.php> or by calling 5-8362.
2. The work request should identify the items to be picked up, the location of the items and the departmental contact. Items to be picked up should NOT be left in hallways or corridors. For items on the BAO fixed asset inventory the work request should include the property tag, year acquired and original purchase price. If the items include monitors the request should also include an index for the \$10 disposal fee.
3. FAP will pick up the items listed on the work request. The department will be required to sign a copy of the WR which will be left with the department as a confirmation that the items have been taken to surplus and copy to be retained by FAP.
4. Occasionally it will be more convenient to leave equipment in situ whilst the surplus procedures are being followed.
5. For items on the fixed asset inventory the SPP manager will notify BAO property control that the items have moved to the SPP warehouse pending relocation on campus or disposal.

## **(II)(ii) Reuse of non-IT equipment**

The first priority of the SPP is to reallocate items to other departments on campus. However, as the SPP has limited storage space, this is restricted to items that can be reassigned within a short time, normally four weeks but may vary depending on size and nature of items.

1. Once the items are brought to the SPP warehouse the SPP manager will determine if the non computer items are suitable to be offered for re-use or should be scrapped.
2. Items deemed suitable for reuse will be made available to campus users through the FAP surplus property website and the surplus property warehouse. Departments seeking basic office furniture are encouraged to contact the SPP manager to arrange a viewing of items in stock.
3. If an item on the fixed asset inventory is transferred from the SPP warehouse to another department, FAP will provide BAO with the required information on the transfer.

## **(II)(iii) Reuse of IT equipment**

The decision on reuse of IT equipment is made by PSU Office of Information Technologies (OIT).

1. On a regular basis OIT staff will come to the SPP warehouse and inspect IT equipment received from departments.
2. OIT will take those items they believe can be reallocated on campus back to OIT to have the data wiped before reallocation.
3. For those items OIT do not wish to reuse OIT will take them back to OIT to wipe the data in accordance with PSU policy. The cleaned items will be returned to the SPP for disposal.

## **(II)(iv) Disposal of Surplus Property**

The decision on whether an item of surplus should be disposed of is made by the manager of the SPP. If an item is to be disposed the following steps are taken;

1. The item is offered to other state agencies, local governments and non-profits. This is normally done through a listserv although the SPP manager may use other

methods as appropriate. Items are normally offered for at least 7 days before being offered for general sale.

2. If the item remains unsold after step 1 it is offered for sale to the public. The SPP manager, on a case by case basis, determines the most cost-effective method of sale. Methods include, but are not limited to, sale through PSU surplus property website, advertising on web boards such as Craigslist, sale through the DAS e-bay account or sale through the DAS surplus warehouse in Salem.

3. If an item remains unsold after step 2 or the SPP manager determines that the item, although not scrap, has insufficient resale value to cover the expenses incurred the items may be donated to a non-profit such as Goodwill.

4. Item that have no further useful life will recycled in accordance with PSU sustainability guidelines.

5. If an item on the fixed asset inventory is disposed by sale or scrapping FAP will provide BAO with the required information on the transfer.

6. Prior to disposal of any computer, computer peripheral, computer software, electronic storage device, or storage media device, PSU will completely erase or otherwise render unreadable all information, data, and software residing on the Device

7. The SPP manager, in consultation with the Assistant Director FAP, may use any other suitable method of disposal that meets the requirements of the PSU surplus property policy.

## **(II)(v) Purchase and Payment for Surplus Property**

When items are offered for sale the following procedures will apply;

1. The sale price is established by the SPP manager in conjunction with the department. Items may be offered on a fixed price basis, a negotiable price or on a sealed bid basis. Where a negotiable price is used the SPP manager has the authority to negotiate the price. Departments have no authority to vary or negotiate sale prices.

2. No individual involved in the setting of prices for surplus property may purchase that item regardless of the method of sale used.

3. Payment can be made by cash, cashiers check, personal check, money order, wire transfer or credit card (Visa & MasterCard only). If personal checks are used for item over \$100 PSU will hold the items for 10 working days or until the check has cleared, whichever is sooner.

4. The SPP manager and staff do not process payments. They will complete a surplus property purchase slip which the buyer takes to FAP accounting. They will process the payment and issue the buyer with a receipt. The buyer then returns to the SPP staff who releases the item on receipt of the receipt.

5. No current PSU employee, or individual who has been employed by PSU within the 12 months prior to the sale of property, or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process. Such individuals may participate in open public sales, auctions and sealed bid sales.

6. All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. A purchaser or disappointed bidder will have no recourse against the State of Oregon, the Oregon University System, PSU, or any of their officers, employees, or agents. All sales will be final

### **(II)(vi) Transfer of Payments Received to Departments**

All payments received for surplus property will be deposited in the FAP Miscellaneous Income index. On a regular basis FAP will transfer to departments their share of the proceeds after deducting FAP fees. FAP fees are listed in the BAO fines and fee schedule.

## **III. Questions**

Any questions on these procedures should be directed to the Manager of the Surplus Property Program or the Assistant Director, Finance & Administration, Facilities & Planning.