

# North Dakota State University

## Policy Manual

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### SECTION 406 SURPLUS PROPERTY

SOURCE: NDSU President

1. All property that becomes "excess" or "surplus" to the needs of a department shall be reported to the Purchasing Department. Except for surplus property where there are federal funds involved and federal regulations prohibit, this policy will be followed.
  - 1.1 Neither University employees, nor anyone else, will be allowed to obtain personal possession of scrap, even if discarded, unless such property is handled as surplus property.
  - 1.2 Non-University property, for example, property of students that is scrapped or discarded by students, while not technically surplus property will be handled pursuant to the surplus property rules if an NDSU employee wants to obtain such property.
2. Reporting of surplus property is done through the completion of a Facilities Management "Work Request" form (obtained from Facilities Management) submitted to the Purchasing Department. Appropriate inventory documents are to be submitted with the "Work Request" form.
  - 2.1 Upon receipt of notification, the item will be catalogued for inclusion in a surplus property bulletin which will be distributed periodically to all the departments.
  - 2.2 The distribution of University surplus property will be at the discretion of the Purchasing Department. Generally distribution is based on budgetary considerations and need.
  - 2.3 The surplus item may be transferred to another department of the University without cost or at fair market value to that department.
  - 2.4 If not disposed of under above procedures, the item will be disposed of under N.D.C.C. 54-44-04.6 and N.D. Office of Management and Budget requirements.
  - 2.5 Surplus property items will be sold on a regular basis on campus pursuant to Purchasing Department procedures. Items sold at surplus property sales are sold as is and without warranty of any kind, express or implied, including warranties of merchantability or fitness for a particular purpose. Items may have a minimum bid price. Bid forms will be available at time of inspection. Terms of sale are cash/check upon pickup of items.
  - 2.6 The funds obtained from the NDSU Surplus Sales will be used for the following types of payments/costs:
    - **Electronic waste disposal:** Discarded, surplus, obsolete or broken NDSU electronic devices
    - **Mail sorting and delivery and annual post office box fees for NDSU:** Service previously provided by USPS prior to the closing of the University Station Post Office; service is now provided by a contracted NDSU vendor

- **Monthly surplus sales:** Sale advertisements, office supplies, etc. associated with coordination of monthly surplus sales
  - **NDSU vendor contract implementation and maintenance:** Costs associated with implementing and maintaining vendor contracts available for use by all NDSU departments. Contracts are made available from sources such as buying groups, ND State Procurement Office and the Office of Management and Budget (OMB). Vendors include, but are not limited to, Fisher (lab supplies), VWR (lab supplies), Steelcase (furniture), Grainger (industrial supplies), OfficeMax (office supplies), Dell (computers), and Fed Ex (shipping.)
3. Purchasing will coordinate and request approval to trade-in, dispose of, or sell excess and surplus property from appropriate OMB personnel in accordance with Century Code requirements.
  4. Refer to the Grant and Contract Accounting section for procedures on property purchased with federal funds.
  5. It is the policy of the State of North Dakota that disposition of state surplus property be accomplished in such a manner as to prevent material benefit to any employee by virtue of their employment.

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HISTORY:

New	July 1990
Amended	April 1992
Amended	January 1997
Amended	November 1999
Amended	October 2007
Amended	February 16, 2011
Housekeeping	January 24, 2012