

**TEMPLE UNIVERSITY**  
BOARD OF TRUSTEES  
POLICIES AND PROCEDURES MANUAL

**Title:** Surplus Property Policy  
**Policy Number:** 04.40.11  
**Issuing Authority:** Office of the Executive Vice President and Chief Operating Officer  
**Responsible Officer:** Chief Operating Officer

**Date Created:** June 17, 2016  
**Date Last Amended/Reviewed:**  
**Date Scheduled for Review:** June 2018  
**Reviewing Office:** Office of the Executive Vice President and Chief Operating Officer

**Scope & Rationale**

This policy provides for the management of excess or obsolete items to ensure that such items are identified and disposed of in a manner that complies with university rules and applicable law, and that minimizes waste, is financially sustainable and meets environmental justice goals.

**Policy**

Surplus property subject to this policy includes all non-consumable materials owned or controlled by the university including, but not limited to, computers and electronics, moveable equipment, furniture, vehicles and building materials, in each case which are excess, obsolete, or no longer used in operations. Title to certain property, such as that purchased with grant or Commonwealth funds, should be verified before disposal pursuant to this policy.

This policy applies to all departments, schools and colleges of the university.

**Procedure for Declaration of Surplus Property**

A department or unit in possession of surplus property shall initiate the surplus property removal process unless the department is utilizing the property for trade in value in connection with the acquisition of new equipment.

- a. For computer and electronic surplus property, the department or unit shall follow the instructions on the Computer Recycling Center Surplus Removal website.
- b. For all other surplus property, the department or unit shall complete the Surplus Property Removal Form available on TUMarketplace.

## Procedure for Disposition of Surplus Property

Disposition of electronic and computer surplus property will be administered by the Computer Recycling Center in accordance with its then-current practices and procedures.

Disposition of all other surplus property will be handled as follows:

FIRST, items will be listed in the university's inventory of surplus property so that any department or unit can request such items for internal use. Items requested will be free; however, the department or unit will be charged a delivery fee.

SECOND, if no transfer to a department or unit is effected within 15 days, the items will be offered for sale to the general public, including third-party businesses.

THIRD, if no sale to the general public is effected within 45 days, the Surplus Property Coordinator will review donation requests from charitable organizations for a matching need.

FOURTH, if no donation site can be identified within 15 days, the items will be disposed of in a manner intended to minimize waste.

The sale of surplus property will be effected with the goal of maximizing value for the university, and may be conducted by auction, sealed bid, or otherwise. Prices, including initial bid prices in the event of auction sales, for surplus property will be determined by comparative market value or an appraisal, as appropriate to the particular item. University employees with oversight or involvement in the Surplus Property program will not be permitted to purchase items unless and until they are made available for sale to the general public.

Donation of surplus property will be effected with the goal of maximizing support for organizations serving the North Philadelphia community of which the university is a part.

### Revenue Distribution

Revenue from the sale of other than computer and electronic surplus property will be distributed as follows:

<u>Net Payment Received*</u>	<u>Share to Surplus Property Program</u>	<u>Share to Department or Unit</u>
Less than \$500	100%	0
\$500.01 - \$1,000	75%	25%
\$1,000.01 - \$5,000	50%	50%
More than \$5,000	\$2,500 plus up to 20% of payment in excess of \$5,000 depending on selling effort required	\$2,500 plus not less than 80% of payment in excess of \$5,000

\*Payment amount will be determined after deduction of third-party expenses, if any, such as listing fees.

## Notes

**1. Dates of official enactment and amendments:**

Approved by the Executive Vice President and Chief Operating Officer on June 17, 2016.

**2. History:**

none

**3. Cross References**

none