



## PRM-016 Surplus Property Disposal

**Effective Date** Tuesday, September 1, 2015

**Status** Final

**Last Revised** Wednesday, July 11, 2018

**Policy Type** [University](#)

**Contact Office** [Facilities Management](#)

**Oversight Executive**

Senior Vice President for Operations and State Government Relations

**Applies To** Academic Division, the Medical Center, and College at Wise.

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### Reason for Policy

The University is committed to handling surplus property in a manner that is fiscally responsible and efficient while complying with applicable state and federal regulations. To protect University assets, guidelines have been established for the disposal of surplus property.

### Definition of Terms

#### Abandoned Property

**Description** All private property left unclaimed that is not owned by the University.

#### Electronic Device

##### Description

Electronic equipment, whether owned by the University or an individual, that has a processor, storage device, or persistent memory, including, but not limited to: desktop computers, laptops, tablets, cameras, audio recorders, smart phones and other mobile devices, as well as servers (including shared drives), printers, copiers, routers, switches, firewall hardware, network-aware devices with embedded electronic systems (i.e., "Internet of Things"), supervisory control and data acquisition (SCADA) and industrial control systems.

#### Electronic Media

## Description

All media, whether owned by the University or an individual, on which electronic data can be stored, including, but not limited to: internal and external storage devices (e.g., solid state and hard drives, USB thumb drives, Bluetooth connected storage devices), magnetic tapes, diskettes, CDs, DVDs.

## General Assets

### Description

This includes furniture, appliances, vehicles, vessels, fixtures, fittings, collections, and equipment unrelated to information technology.

## Sponsored Program

### Description

Any externally funded research, public service, or scholarly activity (including hosting or attending conferences) at the University that has a defined scope of work often including a set of specific programmatic objectives and/or deliverables, and line-item-based budget, providing the basis for sponsor expectations and awardee accountability (i.e., a reciprocal transfer of something of value). Sponsored programs are funded through agreements that usually include terms and conditions for the disposition of tangible properties and outcomes (e.g., equipment, records, specified technical reports, theses, or dissertations) or intangible properties and outcomes (e.g., rights in data, copyrights, and inventions). **Note:** The terms sponsored program, sponsored project, and/or sponsored activity are often used interchangeably.

## Surplus Property

### Description

All University General Assets, Electronic Devices, and Electronic Media that are moveable from one location to another, including abandoned property, that is unwanted, worn-out, obsolete, excess to the University's needs, or otherwise unsuitable for intended use.

## Policy Statement

Property and assets that are purchased with University funds, donated to the University, or acquired for the University through any other means, are the property of the University of Virginia. The University will dispose of its surplus property in a fiscally responsible manner in accordance with state and federal regulations.

University property must be sold, disposed of, or transferred in accordance with the established [University Surplus Property Procedures](#) (*Procedures*) and applicable government regulations. The Procedures were developed to protect University assets and provide standards to limit environmental and economic impact. In addition, they promote:

- utilizing University property efficiently.
- maximizing the property's residual value.
- maintaining financial accountability.
- reporting accuracy.
- complying with safety/environmental laws and regulations.
- minimizing the risk of exposure to the University.

Specific surplus requirements include:

General surplus property may be sold, disposed of, donated or transferred through the appropriate Procedure.

Radioactive or hazardous materials, Equipment Trust Fund assets, University capital equipment (fixed assets), small office equipment, reusable office supplies, electronic devices, and electronic media must be given special consideration and disposed of as outlined in the Procedures.

#### **I. Departmental Responsibilities:**

Surplus property should only be sold or discarded using published [University Surplus Property Procedures](#).

##### **a. Sponsored Program Funds:**

Departments must certify that surplus property purchased with sponsored program funds are allowed to be disposed of through the [University Surplus Property Procedures](#) per the terms of the sponsored program agreement.

##### **b. Abandoned Property:**

Property that has been abandoned must be held by the departments for 120 days to allow for owners to claim it. After 120 days, abandoned property may be removed from the University using the [University Surplus Property Procedures](#).

#### **II. Policy Exceptions:**

The University Surplus Property Policy and Procedures do not apply to the following types of University property:

- Donor Gifts (see policy [EXT-006: Solicitation and Acceptance of Gifts of Real Property, Life Insurance, Tangible Personal Property \(Including Fine Art\), and Intangible Personal Property](#)).
- Electronic devices and electronic media must be disposed of through the University's contract vendor. Facilities Management does not handle surplus of these items (see policy [IRM-003: Data Protection of University Information](#)).
- Hazardous waste and materials (see [Office of Environmental Health and Safety website](#)).
- Transfer of general surplus property non-IT related equipment to another institution (see the procedures listed in the [Faculty Departure Checklist](#) and the [Staff Off-Boarding Checklist](#)).

#### **III. Compliance with Policy:**

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies. Not following the Procedures may put the University, faculty, staff, and student population at risk for a large-scale data breach. Individuals could be held personally liable.

Questions about this policy should be directed to [Facilities Management](#).

## **Procedures**

[University Surplus Property Procedures](#)

## **Related Information**

[EXT-006: Solicitation and Acceptance of Gifts of Real Property, Life Insurance, Tangible Personal Property \(Including Fine Art\), and Intangible Personal Property](#)

[FIN-034: Maintenance of Equipment Inventory](#)

[IRM-003: Data Protection of University Information](#)

[IRM-017: Records and Information Management](#)

[University Data Protections Standards](#)  
[Guidelines for Equipment Trust Fund \(ETF\)](#)  
[Fixed Assets Accounting](#)  
[ROSE \(Reusable Office Supply Exchange\)](#)  
[Office of Sponsored Programs](#)  
[Medical Center Equipment](#)

**Major Category** [Physical Resource Management](#)

**Next Scheduled Review** Monday, July 12, 2021

**Revision History**

Updated 7/11/18.

**Supersedes Policy Text**

X.F.1, Surplus Property Disposal.

**Approved By** Policy Review Committee

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