

21.01.10.R0.01 Surplus or Salvage Property

Revised August 18, 2023

Next Scheduled Review: August 18, 2028



Procedure Summary

East Texas A&M University provides written procedures for the disposition of surplus or salvage property that can be used for instructional purposes pursuant to System Regulation 21.01.10, Surplus or Salvage Property.

This procedure establishes disposal methods for surplus or salvage property.

Procedures and Responsibilities

1 DISPOSAL OF UNIVERSITY PROPERTY

- 1.1 Surplus procedures apply to all university owned property, not just items identified with university property tags.
- 1.2 All university owned property needs to go through the proper surplus procedures. The Surplus Coordinator is responsible for deeming an item as unusable or of no resale value, and therefore can make the decision to dispose of it by destruction.
 - 1.2.1 The Surplus Coordinator will send a photo of the item in question to the University Property Manager and a delegated person in the Procurement Office. Approval from both positions is needed before the item is destroyed.
 - 1.2.2 After destruction, the Surplus Coordinator will provide a photo of the item for documentation.
 - 1.2.3 A *Certification of Destruction* form will be completed and maintained by the Property Manager with a copy to the Shipping, Receiving and Surplus Office.
- 1.3 Recyclable property and special occurrences, such as items that are considered hazardous, will be handled on a case-by-case basis.
- 1.4 CITE has the authority to deem any data processing equipment as surplus by determining the useful life of the item. Surplus data processing equipment will be disposed of in accordance with this procedure. CITE will handle the destruction of all hard drives and tablets.

2 INSTRUCTIONAL EQUIPMENT

- 2.1 Surplus or salvage property accumulated at the University will be held until such time that notice is provided that allows for the direct transfer of materials or equipment that can be used for instructional purposes to a public school, school district, or assistance organization designated by the school district, under terms agreeable to both the University and the recipient.
- 2.2 By means of email, the University will notify the Boles, Campbell, Commerce, Cooper, Cumby, Fannindel, Greenville, and Wolfe City independent school districts when surplus or salvage property that could be used for instructional purposes is available.
- 2.3 These school districts will be able to review the list of surplus instructional items by accessing a link on the university website. A prescribed three-day period to inspect the items will be set, and the school districts can then claim, on a first-come, first-served basis, any item available. Items remaining after the three-day inspection period will be sold later at public auction.
- 2.4 If two or more schools, school districts, or assistance organizations seek to acquire the same property under substantially similar terms, preference must be given to low-performing schools, as determined by the Commissioner of Education, or school districts with a taxable wealth per student entitling the district to an allotment of state funds under Subchapter F, Section 302, Chapter 42, Education Code, or to the assistance organization designated by such a school district.

3 DATA PROCESSING EQUIPMENT

- 3.1 All surplus/salvage data processing equipment that is not transferred to a public school, school district, or assistance organization specified by the school district under system regulation may be donated to a public or private hospital in a rural county. If not donated or disposed under another law, data processing equipment must be transferred to Texas Correctional Industries (TCI) *Texas Department of Criminal Justice* without reimbursement. TCI has the right to refuse this equipment.

4 SURPLUS PROPERTY WITHOUT A USEFUL LIFE

- 4.1 Per State Property Accounting (SPA) Policy, for property to be considered surplus, it must have additional useful life. Thus, if goods are damaged, they can be destroyed by the appropriate surplus member, without being advertised.

Related Statutes, Policies, or Requirements

System Regulation [21.01.10 Surplus or Salvage Property](#)

Definitions

Data processing equipment – Central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data storage devices, document scanners, data entry equipment, terminal controllers, data terminal equipment, computer-based word processing systems, other than memory typewriters and equipment and systems for computer networks.

Rural County – a county that has a population of 150,000 or less; or with respect to a county that has a population of more than 150,000 and that contains a geographic area that is not delineated as urbanized by the federal census bureau, that part of the county that is not delineated as urbanized.

Salvage property – means property that through use, time, or accident is so damaged, used, or consumed that it has no value for the purpose for which it was originally intended.

Scrap – consists of recyclable materials left over from product manufacturing and consumption, such as parts of vehicles, building supplies, and surplus materials. Unlike waste, scrap has monetary value, especially recovered metals, and non-metallic materials are also recovered for recycling.

Surplus property – means personal property that exceeds a state agency's needs and is not required for the agency's foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose.

Revision History

Approved April 4, 2011
Revised November 7, 2024 (University Name Update)

Contact Office

Shipping, Receiving, and Surplus
903.886.5060