

# WMU Surplus Policy Statement

1) **Purpose:**

To inform all departments of the appropriate methods of declaring and disposing of surplus, salvage, scrap and worthless property.

2) **Definitions:**

Surplus is defined as equipment, supplies, materials, saleable waste and scrap. Land and buildings are not included within this definition.

- a. Surplus commodities – Usable in its present condition but no longer useful to a particular department and/or unit.
- b. Salvageable goods – Having value but requiring repairs to make usable. In reporting salvageable equipment, the disposal request should show the estimated cost of repairs required to make the property usable, if available.
- c. Scrap – Saleable for scrap value only. Having no future value as a usable commodity to other departments/units in its present condition. This includes scrap metal. These items will be disposed of by the Logistical Services Department, as directed by the Maintenance Stores Manager.
- d. Worthless Equipment – Broken or worn-out items having no saleable scrap value. The final determination of value will be made by the University's Maintenance Stores Manager with agreement of one other manager from the Logistical Services Department. Opinion of disposing department is encouraged.

3) **Information:**

- a. Departments are encouraged to examine equipment inventories and report all commodities that can be released without detriment to the department/unit to Maintenance Stores.
- b. It is the responsibility of Logistical Services, Maintenance Stores Division, to arrange for and control the disposal of all University used and/or surplus equipment, including the disposal of all scrap materials.
- c. All funds derived from the sale of each surplus item of \$50.00 or more will be credited back to the appropriate department or as otherwise agreed to by the Maintenance Stores Manager.

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- d. After sale or disposal of surplus commodities, where applicable, appropriate inventory information will be forwarded to the Plant Accounting Office.

4) **Declaration of Surplus Equipment:**

All commodities determined to be of no further use to the department will be reported to Maintenance Stores, using a Surplus Equipment Disposal Form with appropriate department authorization/signature. Surplus Equipment Disposal Forms are available on the web at <http://www.obf.wmich.edu/logistical-services/stores-docs/SurplusEquipment.pdf> and from the Maintenance Stores Office. Each form should include the following:

- a. A full description of each item including WMU tag (inventory) number if available. Please provide manufacturer, serial number and model number if known.
- b. Pick-up information such as building, room number and contact person.
- c. If the disposing department has knowledge of resale value and the names of interested buyers, this information should be provided.
- d. Authorization/signature from Grants and Contracts Office if equipment was purchased with Grants and Contracts funds.
- e. Departments are responsible for cleaning all data including operating systems from computers and electronic equipment, (i.e.: copiers, fax machines, etc.) before submitting for surplus disposal.

5) **Available Surplus Equipment:**

- a. Before items are offered for sale to external customers, surplus equipment will first be made available to University Departments. Maintenance Stores will maintain a list of departmental requests and advise departments should item(s) become available for their use.
- b. Maintenance Stores will maintain a current inventory of all commodities in their control for sale or reissue to University Departments.

6) **Sale of University Surplus Equipment:**

Maintenance Stores has the authority to dispose of all University surplus equipment via whatever means it determines to be in the best interest of the University. Acceptable means of disposal are:

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- (1) **Redistribution within the campus community.** Before items are offered for sale to outside purchasers, the surplus equipment will first be offered to University Departments/Units. All internal sales will be via Intra Billing. The Maintenance Stores Office will maintain a list of wanted commodities. Requests will be filled on a first come first serve basis. As surplus commodities are received, Maintenance Stores will audit its current requests and make available all requested items for resale or redistribution to the University Community.
- (2) **Employee sale.** Surplus commodities may be sold to University Employees at fair market price. Prices will be established by owning department and/or Maintenance Stores Manager. Departments may need to consult with the Total Tech area or Surplus Sales to verify fair market pricing for computing equipment. Departments are responsible for the cleaning of hard drives on any electronic device sold to an employee. A copy of these transactions must be kept in departmental files for audit review.
- (3) **Public sale.** Public sales will be hosted when the surplus inventory warrants, as determined by Maintenance Stores Manager. Prices will be established by owning departments and/or Maintenance Stores Manager.
- (4) **Public auction.** Public auctions may be hosted when the surplus inventory warrants, as determined by Maintenance Stores Manager. Items will be sold to the highest bidder. Some items may require a minimum bid as determined by the owning department and/or Maintenance Stores Manager.
- (5) **Sealed bid.** Some surplus commodities, especially those of high dollar value and/or specialized, may be sold via sealed bid. These situations will be determined by the Maintenance Stores Manager with collaboration from the department owning the equipment.
- (6) **Web site.** Designated surplus items may be offered for sale via the Maintenance Stores web site (<http://www.obf.wmich.edu/logistical-services/stores.html>).

Any other means of disposal must be approved by the Vice President of Business & Finance or designee.

Surplus equipment that cannot be disposed of by sale, reissue or donation to charitable organization will be disposed of in the most cost effective, environmentally acceptable manner available. All commodities declared junk must have the written approval of at least two Logistical Services management representatives before disposal and with documented records attesting to their disposal.

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**Further Surplus Sales information available from:**

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