

**FLORIDA POLYTECHNIC UNIVERSITY
PROCUREMENT DEPARTMENT
SURPLUS PROPERTY PROCEDURES**

Surplus property is defined as property for which there is no further planned use by the department currently responsible for that asset or which is intended for replacement. It includes all tangible assets such as equipment, materials, supplies, and furniture.

All university property that exceeds the needs of a department, such as duplicated, damaged, or obsolete furniture and equipment, is considered surplus property and must enter the surplus property disposal process. The Procurement Department manages the process of redistribution or final disposition of surplus property. Surplus property, including equipment and other fixed assets, cannot be sold, loaned, given away (outside of the university), scrapped/cannibalized, or disposed of by any department without prior written approval of the Director of Procurement.

Please note on the Surplus Property Form if Property contains a university asset tag and Procurement will coordinate with the Controller's Office to remove it from inventory.

Responsibilities

University Procurement, at the direction of the University's Chief Financial Officer, is responsible for:

- a. Approval and overall monitoring of the surplus property program
- b. Receiving and storing items declared surplus.
- c. Reassignment of surplus property
- d. Handling disposal in accordance with university, state and federal regulations
- e. Distribution of any cash proceeds from sales

How to initiate the surplus process

Complete a Surplus Property Form and email to Michael Gavin, Manager of Central Shipping and Receiving at procurement@floridapoly.edu.

Property purchased with federal funds must show proof that the grant allows for transfer to the University when a grant expires, or property is no longer needed under the grant. Please contact Sponsored Programs for verification or identification of any such restrictions.

Transporting surplus items

Departments may be responsible for moving the surplus items or incurring the expense of moving surplus items to the Central Shipping and Receiving Department located in the Wellness Center. Items may be delivered/transported only after submitting Surplus Property form, receiving approval, and coordination with warehouse supervisor (Michael Gavin) confirming a suitable date and time of delivery. Departments are responsible for the storage and continued security of surplus property until a transfer is completed or the items are picked up by appropriate staff for disposal.

All proceeds from the disposition of surplus property are deposited in the general fund. Departments may request their monies returned, less auction fees, if an item or lot sells for \$1,000 or more. This request should come from the department head from which the surplus is sourced and be requested to the Director of Procurement and the Chief Financial Officer.

Procurement Department disposal actions.

Upon receipt of the property, University Procurement will review the item and determine the method of disposal. The Director of Procurement will then submit a recommendation to the Chief Financial Officer.

Methods of disposal

a. Repurpose. When possible, surplus items which are usable will be listed on the University Procurement Surplus webpage for a limited time or included in the Phoenix Weekly. Departments interested in an item should submit a request to procurement@floridapoly.edu.

- b. Donations to educational or charitable institutions.
- c. Public sealed bid procedure. In this method, a formal solicitation for bid will be issued to allow the qualified firms to respond and bid on the item or items.
- d. Public Sale/Auction. With this method, item(s) will be listed on GovDeals, an online liquidity services marketplace used by government agencies for selling their surplus items.
- e. Trade-in on new equipment. This method requires the surplus property to be approved by both the Director of Procurement and Chief Financial Officer, to verify the reasonable trade-in value, and listed as a line item on the purchase requisition in Workday.
- f. Dispose as waste or recycle. With this method, items that cannot be sold or donated will be discarded via traditional waste removal or recycle via one of our contracted suppliers.

Eligibility requirements and limitations for purchase by employees.

Of general note, employees, and their family, of both 1) the Procurement department, 2) the department responsible for the items, and 3) anyone in the decision-making chain for the specific surplus event are ineligible to purchase or acquire items from that specific surplus event.

All other employees are eligible to compete for acquiring and purchasing surplus items through the appropriate methods outlined above.