

SUBJECT: SURPLUS UNIVERSITY ASSETS**1. Purpose**

To provide a procedure whereby user departments are encouraged to identify and list for disposal, assets surplus to their requirements.

To provide a procedure for documenting and recording University assets for internal transfer and external disposal.

To ensure that the change in status of items listed on the Fixed Asset Inventory resulting from declaring items as surplus is reported to the Distribution Services Department.

2. Scope

University assets on the University campus and on off campus locations come under the jurisdiction of this program. Equipment purchased under research grants or contracts become the property of the University unless otherwise specified in the terms and conditions of the grant or contract and are therefore subject to this policy. Vehicles are included and procedures are outlined separately for your guidance under the Vehicle Policy.

3. Authority

The Director of Purchasing, Contract & Risk Management is responsible to the Vice-President (Administration & Finance) for the administration of this policy and these procedures.

4 Responsibility

The President and Vice-President's of the University, Deans, Directors and Department Heads are responsible to see that items surplus to their department's needs are listed with the Distribution Services Department in accordance with this policy.

The Distribution Services Department is responsible for arranging for the interim storage and safekeeping of assets approved for disposal; and arranging for final handling and removal of surplus assets.

5. Restricted Articles

Items which can produce X-rays or other ionizing radiation or which contain radioactive sources have restrictions on their disposal, and may only be sold, traded, transferred, given away, scrapped, or otherwise disposed of with the written approval of the University Radiation Safety Officer, who is responsible for ensuring that applicable government and University regulations are followed.

Items which contain hazardous or restricted articles (e.g. transformers containing oil might be contaminated with PCBs) may only be sold, traded, transferred, given away, scrapped, or otherwise disposed of with the written approval of the University Safety Coordinator, who is responsible for ensuring that applicable government and University regulations are followed.

6. Departmental Disposal Procedures

An asset would be deemed to be surplus to a department/college in the following instances:

- replacement of equipment that is no longer required by the department/college (e.g. computers, video records, facsimile machines, printers, televisions, audio visual and photographic equipment).
- when the term of the grant expires and in accordance with the granting agency's policy, the equipment purchased with research funds automatically becomes the property of the University.
- when furniture, fixtures and equipment are no longer required due to the renovation or retrofitting of an area.

For various reasons such as wear, obsolescence, and changes in technology or teaching methods, certain items are rendered surplus to the needs of a department. When this is apparent, procedures to dispose of assets should be initiated by the Department Head by completion of the Surplus Property Disposal form supplied by the Purchasing, Contract & Risk Management Department. Once a department has identified surplus assets, approval from the appropriate Dean or Director or his or her designate is required prior to forwarding to the Distribution Services Department.

7. Trade in Considerations

If a department is purchasing new equipment and is considering any type of trade-in, the owning department must contact the Purchasing, Contract & Risk Management Department prior to releasing any University property.

The owning department must reference the trade-in on their purchase requisition. The requisition should include a complete description of the item(s) to be traded in. This includes the model, serial number and UNBC equipment bar code number.

8. Revenue Distribution

All funds generated from the disposal of fixed assets will be directed to the University's Central Administration budget.

External Sales will be by Request For Bid or through the Government Purchasing Commission only. All sales are on an "as is" and "where is" basis with no warranties expressed or implied. All sales are final with no returns or refunds allowed.

Equipment purchased from Research Grants and declared surplus by the Department will fall under these procedures.

If research equipment is to be transferred by the grantee to another university, then the appropriate approval must be obtained from the granting agency and final approval from the grantee's Dean or Director. Completion of the form in Appendix A is required in order that the Distribution Services Department can adjust their fixed asset inventory for the transfer.

9. General

All sales completed under this procedure will be final and cash or a certified cheque will be required at the time of the sale.

In all cases where bids on surplus assets are tendered, the highest or any other bid need not be accepted. For those tenders where the highest bid is not accepted, the Director of Purchasing, Contract & Risk Management will specifically approve the acceptance of the bid.

10. Internal Reallocation of Surplus Assets

All furniture, fixtures and equipment no longer in use or declared surplus by a department or college is to be reallocated into the Central Stores inventory. An inventory check will be made by the Purchasing, Contract & Risk Management staff upon receipt of a requisition for furniture, fixtures or equipment. When an asset is located in Central Stores, the asset will be transferred to the requisitioning department/college at no charge. If the asset is to be reallocated to a person's private residence for University use, it must first be entered into the Central Stores inventory and then reallocated.