

**3344-78-01 Policy on the disposal of university property.**

In order to make best use of its resources, the university encourages the disposal of obsolete or outworn or otherwise unusable property. Such disposal is to be carried out so that the university receives payment for items of value. Specifically, any administrative procedure developed pursuant to this policy must include the following provisions.

- (A) The using department and the department of property control must agree that the property or the supplies to be disposed of have no continuing value to the university.
- (B) The department of property control may seek bids for used equipment or it may hold the equipment for auction. The receipts from such auction or sale will be used to pay for the costs of removal and storage of the equipment from departmental areas. Any remaining funds will be credited to the university general fund.
- (C) If, upon study, the department of property control believes that equipment or supplies are in such condition as not to warrant any attempt at sale, the department may recommend to the assistant vice president and controller that such property be disposed of immediately. Subsequent to the approval of that recommendation, no staff member of the user department or of the department of property control may take possession of that property for his or her own use.
- (D) Any property or supplies left in general storage by a department for more than two years shall be considered released for reassignment or disposal by the department of property control.
- (E) The department of property control shall notify the controller of all items disposed of through its procedures.

**Policy Name:** Disposal of university property.  
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