

# Southern Utah University – Surplus Property Procedure Guide

## Collect surplus from around the campus

- Departments will notify the Surplus Property for pickup of items by either phone call to Ext 8683, e-mail to [surplus@suu.edu](mailto:surplus@suu.edu), or to verbally make the request.
- Items will be picked up within 72 hours of notification (if not, departments must be notified of any delay).
- Each item for surplus must have a Retirement, Trade-in, Transfer of Equipment Form completed, signed, and attached. Items not having this form will not be picked up (in certain cases where the items are small and of very small value, this requirement may be waived)
- Each item received must be cataloged into a file
- Items will be stored in a designated storage area (adjacent to the Heat Plant). No items can be left outside.
- Dispose of surplus property (see below)

## Disposal –

### On Campus Sales

- Each Friday from 1:30 -3:30, all campus personnel are invited to the Surplus Property storage area to review and obtain items for their departments – Campus Sales. Departments will be charged an amount for each item. Item transfers must be recorded out when released to department.
- Last Friday of each month, 1:30 – 3:30, Surplus Property will be open to the public and employees for personal sales – known as Public Sales. The Cashiers Office will provide cashiering services and all proceeds will be deposited into the Surplus Property Account. Items will be priced at a moderate level to insure that a suitable value is obtained but also to make sure the item is sold.
- Computer items may be transferred to the State of Utah surplus to be disposed of.
- Those items where it is deemed that a suitable value cannot be realized by public sale, a third party online auction may be utilized.

This may include, but not limited to, vehicles, recording equipment, and other like items.

- Those items that remain in SO storage after a month and have been through at least 4 campus sales and 1 public sale will be disposed of by other means (county land fill and coordinated with Plant Op's). No item can remain in SO Storage longer than 60 days.

## Surplus Office Storage Area –

For both campus and public sales, the storage area must be kept in a state suitable for these events. All items should be easily accessible for review. Area should be kept clean (within reason) and must not become cluttered.

## Pricing of Items –

Pricing of items will be at the discretion of the Purchasing Office management and the Surplus Property personnel. NO item will be discounted for sale to any individual employee. At the public sales, everything will be “first come, first serve” with no holding of any items. Everyone must have the same opportunity. There will be no exceptions to this rule. Vehicles will be sold at near to Blue Book value and unless otherwise determined, through local advertisement (The Daily News, Tradio, and/or listed on the Surplus website). At times, a live auction may occur for certain higher value items; at the discretion of Surplus Property

## Reporting –

A Surplus Log (an Excel Spreadsheet) will be maintained for each item received in the SO. This log will indicate date of pickup, department, Inventory numbers and disposition status, including values.