Ball State University
Department: Inventory Control and Moving and Storage
Policy: Excess and surplus of moveable equipment
Policy -- PUR310
(Associated polices are in parenthesis)

General Description

This procedure is for the proper disposal of a moveable asset. When an asset is no longer of use to a department, the Inventory Control and Moving Department ("ICM") will determine the proper disposition of the item in accordance with the following procedures. Excess property, as defined in PUR300, are items of University owned equipment or goods that are no longer of useable value to the custodial department. This policy includes both capitalized and tracked assets (those with inventory control tags) and non-capitalized or non-tracked equipment (those with no inventory control tag).

Procedure

Surplus and excess equipment will be controlled by the ICM Office under the direction of the Director of Purchasing, Central Stores and Moving and Storage. See policy (PUR300) for specific functions of the ICM.

I. Definition of terms and policy for the disposition of property:

A. Excess Property – Once an item has been declared excess or surplus, sole determination of the final disposition of the property is with ICM.

B. Public Sales – Periodically the ICM department determines that there is enough excess property to hold a public sale. The items are sold through a public auction at a time and place specified by Inventory Control, typically on a Saturday. The public auction is advertised through the local newspaper. (PUR326)

C. Reusing Assets on Campus – Inventory Control stores excess property in a warehouse and attempts to assist other campus departments in reusing goods and equipment. For the specific policy on acquiring such excess, see (PUR331).

D. Recycling – Items remaining after the above processes will be assessed for recycling.

E. Scrap – Items not suitable for recycling will be disposed of to the University's best advantage.

F. Preparation of Equipment Prior to Disposal – Any equipment which records or stores materials of a proprietary nature, material which is protected by federal or state statute, or has material with separate copyright issues must have this material/data removed before disposition. These procedures are the responsibility of the custodial department. For example, when computers are considered excess care must be taken by the custodial department that all information stored on that machine is removed.

G. Transfer and Sale of Research Property Purchased by a Grant – Disposal of excess property originally procured with federal grant or contract funds must be disposed of

in accordance with the terms of the grant or contract. Contact Contracts and Grants Office prior to seeking disposal assistance from Inventory Control and Moving.

H. Trade-In – Some items may be suitable for trade-in. Refer to Policy – (PUR320)

I. Abandoned Property – Occasionally personal property is abandoned on campus property. If the owner of the property cannot be located by campus police, the items will be taken, by ICM, to the University's warehouse to be stored until the next public sale. University Police will notify ICM via telephone when abandoned property is ready for transport to the warehouse.

J. Warehouse Storage – Storage of items in the University's warehouse is for the purpose of holding excess property of the University. Due to limited space, the warehouse cannot be used for general campus storage. The Manager of Inventory Control and Moving determines what items may be stored in the warehouse for the purpose of managing excess property.

II. Procedure for Excess Property

A. Review the information in the Chart of Excess Property Disposal for Specific Property Categories contained in this policy for the procedures of specific types of routine, specialized, or hazardous property disposal.

B. A B-450 Capital Equipment Release/Move Order form will be used to document all equipment transferred into excess. The current custodial department will forward the completed B-450 Capital Equipment Release/Move Order to the Manager of Inventory Control & Moving. The B-450 will, at minimum, have included the following information for the asset:

1. Property tag number (if present)
2. Complete description of the item
3. Make
4. Model
5. Serial number
6. Current custodian/location

C. The ICM will use the information from the B-450 to update the records of the FRS inventory system for the assets(s) affected.

D. ICM will arrange to have the item removed to the warehouse. The excess asset will be inspected and a determination will be made as to its further value to the University. The item will then be placed in one of the following categories:

1. Reusable as is

2. Usable but needing repair

3. Unusable and un-repairable. The items will be stripped of usable parts and these will be placed in excess. The rest of the asset will be disposed of to the best advantage of the University.

4. Junk. These items will be placed in the proper junk pile. Periodically, these scrap piles will be disposed of to the best advantage of the University.

5. Items not usable by the University but still having some value will be cataloged and placed in the proper location in the warehouse.

6. Destruction of university equipment shall be only through the direction of Inventory Control & Moving.

E. Material and equipment released to ICM as excess will be placed in the warehouse when:

a. All efforts have been exhausted to recycle the usable items to other university use.

b. The item is of a construction or design which makes it impractical for further university use.

c. The cost of repair or maintenance of the item makes it uneconomical for its continued utilization by the University.

d. The potential sale price of the item or material is greater than the scrap value.

F. Material or equipment that is of no further value to the University as determined by the Director of Purchasing & Central Stores and the Manager of Inventory Control & Moving will be sold at public auction. (PUR326)

G. All markings and other identification referencing Ball State University ownership will be removed from items prior to the asset being disposed of.

H. Inventory Control and Moving will, at its discretion, sell or consign excess property to an auctioneer or sales agent for disposition. Items received by ICM which are of a special nature or of interest to special groups may be advertised in newspapers or trade journals. Refer to Policy (PUR326)

I. To obtain equipment from excess the requesting department should call ICM to determine if the equipment is available. If there is an asset that matches the requesting department description, ICM will arrange for the department to view the asset at the warehouse. A B-450 Capital Release/Move Order form will be prepared by ICM and the FRS inventory system updated to reflect the new custodial department. The release of excess will be authorized by the Manager of ICM. Items in the warehouse will be made available to campus departments for university use at no charge to the requesting department.

J. Environment Health and Safety Department will review items requiring action on their part for proper disposal.

Chart of Excess Property Disposal for Specific Property Categories

The following are disposal processes for specific categories of surplus properties. This list is not all inclusive of surplus property, but is meant to assist campus staff in disposing of specific types of property. Always use a Capital Equipment Release/Move Order form (Form B - 450) to dispose of any surplus property.

CATEGORY OF PROPERTY:	DISPOSAL METHOD:
Items, regardless of value, which may contain hazardous components, unless disposal methods for such hazardous material is listed below.	Report on Form B 450 available online at BSU website under FormFinder. Report to Environmental Health & Safety Dept., at 285-2807, prior to discarding. Special disposal arrangements may be necessary.
Computer equipment	Report on Form B 450 available online at BSU website under FormFinder.
Software	Report on Form B 450 available online at BSU website under FormFinder. Software and documentation replaced by an upgrade may be reported on Form B 450 if not required to be kept for the upgrade. Exercise caution before destroying any earlier versions of upgraded software.
Scrap metal, waste oil, wood, tires, pallets and automotive and marine batteries	Report on Form B 450 available online at BSU website under FormFinder.
Books and audio visual media from department reference collections. Books and magazines for resale, which supplier will not accept return and must be destroyed in accordance with publisher's instructions.	Report on Form B 450 available online at BSU website under FormFinder.
Food service equipment	Report on Form B 450 available online at BSU website under FormFinder.
Paper	Contact Purchasing if shredding equipment or contractor is required. Office papers not requiring shredding may be discarded in recycling containers provided by custodial staff.
Light bulbs, including fluorescent, incandescent, audio-visual, and others	Ask the building custodian to collect the unwanted lamps for consolidation and removal by Central Stores for recycling.

Equipment titled to the Federal Government or for which disposal or sale requires approval and/or reimbursement of the granting agency.	Contact Contracts and Grants to coordinate approval of disposal method with granting agency. Contracts and Grants must countersign the Form B 450 and will coordinate disposal with Inventory Control.

Responsibility

Surplus and excess equipment will be controlled by the ICM Office under the direction of the Director of Purchasing, Central Stores and Moving and Storage.

Other departments affected:

Custodial Department
ICM
Purchasing

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