



Responsible Executive:

Vice President for Finance and Administration

Responsible Office: Controller's Office

Effective: November 1, 2020

Last Revised: November 1, 2020

1. Summary

- 1.1. OSU adheres to sound fiscal management practices and sustainability methods. This is reflected in the facilitation of the reuse and acquisition of excess OSU, State and Federal Property.
- 1.2. Property (equipment and supplies) not needed by a university department must be disposed of through [OSU Surplus Property](#).
- 1.3. All OSU Staff, students and users of OSU property need to be aware of the Surplus Property process and their responsibility in managing OSU assets.

2. General Surplus Property Requirements

2.1. OSU Surplus Property

- 2.1.1. All OSU-owned property, regardless of funding, must be disposed of through the OSU Surplus Property Department, when no longer needed for operations of a specific unit.
- 2.1.2. Agriculture Experiment Stations, Extension Offices and other sites remote from the Corvallis Campus must arrange for surplus items to be disposed of by OSU's Surplus Property Department.
- 2.1.3. All worn-out, obsolete or excess property (furniture, minor or capital equipment, supplies, etc.) must [be picked up or dropped](#) off with Surplus Property.
- 2.1.4. Through [OSU Used Store](#), sales are made either internally to other OSU units or externally via a public sale.
 - a) For an internal sale, see [Department Purchases](#) regarding times, payment methods, merchandise types and location.
 - b) For an external sale, see information located at [Public Sales](#).
 - c) Surplus Property takes a portion or consignment of the sale proceeds for their services. The remainder of the proceeds are forwarded to the owning departments or agencies with which OSU has inter-governmental agreements.

d) All payments to departments and outside agencies take place during the month-end closing process.

2.1.5. If the property cannot be sold “as-is”, it may be sold as scrap or will be handled through [special recyclables](#).

2.2. Other Surplus Property

2.2.1. The State of Oregon, Department of Administrative Services (DAS) in Salem offers state and federal [surplus property](#) for sale. Information on this program is found on the [Oregon.gov](#) website under surplus property and auctions.

3. Process & Responsibilities

3.1. The Department or Unit is responsible for completing a [Surplus Property Request](#).

3.1.1. List all items to be collected.

3.1.2. If any of the items are capital equipment, be sure to enter the asset number or Ptag (Primary Tag) in the “identifier” field.

3.1.3. If equipment is difficult or inconvenient to move to the Surplus Warehouse, Surplus Property will arrange the sale of the item at its current location.

3.1.4. Federally Owned property will not be sold or disposed of by Surplus Property.

3.2. Surplus Property will list and verify when capital assets are eligible for collection, sale or disposal.

3.2.1. Any equipment on inventory will remain on inventory for record-keeping purposes until it is sold or otherwise disposed.

a) Fixed Assets Property Management within Financial Accounting & Analysis (FA&A) will remove a capital asset from inventory once notified via monthly Surplus Sales Reports.

3.2.2. Prior to offering surplus property for public sale, the OSU Surplus Department makes surplus property available to:

a) Oregon State University departments/colleges

b) Public Agencies

c) Any non-profit organization meeting Internal Revenue Service (IRS) criteria for non-profit status

- 3.2.3. Public sales may consist of internet auctions, oral auctions, sealed bid sales and fixed price retail sales.
 - a) No employee of OSU Materials Management (full-time, part-time, temporary or unpaid volunteer) or anyone acting on the employee's behalf may participate in public sales.
 - b) Buyers must follow all [Terms & Conditions](#).
- 3.3. Non-Sale Disposal of Surplus Property
 - 3.3.1. Donations or [Transfers of Equipment/Property](#) must be approved and tracked by OSU's Surplus Department.
 - 3.3.2. All [trade-ins](#) of equipment and materials must be approved using a completed Property Disposition Request ([PDR](#)).
- 3.4. Property that has been lost on OSU Property is handled either by [Public Safety](#) or through [OSU's Central Lost and Found](#).

4. Related Information

- 4.1. University Policy [03-100 Fiscal Policy Program Authority](#)
- 4.2. Please refer to all other fiscal rules that may be applicable, including but not limited to the following policies currently located in the OSU Fiscal Policy Manual or the OSU Property Policy Manual:
 - 4.2.1. [PRO 900](#) Sponsored Research and Federal Property
- 4.3. Please check with your unit/college for unit-level procedures related to this rule.
- 4.4. Following are forms and other resources related to this policy:
 - 4.4.1. Surplus Property exception listing or [Surplus Disposal Guidelines](#) (internal access only)
- 4.5. [Fiscal Policy Program Definitions of Terminology](#)
- 4.6. [Fiscal Policy Program Frequently Asked Questions](#) (FAQs)

5. History

- 5.1. Original Issue Date: 01/2003 (FIS 102-06 & 206 Surplus Sales); 07/1996 (PRO 211 & 804 Surplus)

- 5.2. Last Version: 10/2010 (FIS 102-06 Surplus Sales); 03/2016 (FIS 206 Surplus Sales); 10/2015 (PRO 211 Surplus); 11/2019 (PRO 804 Surplus Property)
- 5.3. Last Review Date: 11/2020
- 5.4. Next Scheduled Review Date: 11/2023

6. Contacts

- 6.1. Policy Steward: Chief Procurement Officer
- 6.2. Program: Fiscal Policy Officer, Financial Accounting & Analysis
- 6.3. Link to full list of [Fiscal Policy Program Contacts](#)