

Surplus Property

University Facilities (UF)

Internal Procedure: 03.D.04.01

Effective Date: October 2000

Last Modified Date: November 2007

Approved by: Bob Wells, updated Todd Barnette

This document establishes official procedure for disposing of University Property.

University Policy

University policy states "University personal property, such as movable equipment, supplies, etc. ... which a department determines to be obsolete, outmoded, or no longer usable, shall be declared surplus and disposed of by the Purchasing Department in accordance with the South Carolina Consolidated Procurement Code. ... no such non-salvageable property may be disposed of to state or University employees except by bid at public auction."

University Facilities personnel are not to take surplus or obsolete property for personal use. (This includes scrap copper, wire, lumber, etc.) Salvageable property shall be disposed of as surplus property through Purchasing. Scrap material shall be taken to the appropriate University recycling point, trash collection, or landfill.

If there is any doubt as to whether it can be recycled or not, please contact the Manager of Recycling.