

COLORADO STATE UNIVERSITY PURCHASING MANUAL

I. GENERAL

- A. Surplus property is at times available from University, State and Federal sources. Some is "fixed fee", which is available at a minimum cost to the department, some is priced at estimated fair market value and some is available for a nominal cost which is usually a "service charge". University and State surplus property is available to any department with a justified need. Most Federal surplus property is limited to sponsored program needs.
- B. Lists of available surplus property are periodically issued by the Federal or State agency and by Surplus Property and are on file in the Surplus Property or Property Management Office. If material is thought to be available as surplus (other than Federal surplus) but is not currently listed, departments are requested to notify Surplus Property by memo of specific requirements and efforts will be made to determine availability. Questions on Federal surplus property should be directed to the Property Management Office.
- C. Departments are urged to notify Surplus Property of all equipment or materials, which are surplus to their needs so these may be reissued to other University departments. See Financial Procedure Instruction "Disposal of University Property".
- D. The Surplus Property Manager will advise Purchasing Agents of surplus items that are suitable and available for internal use.
- E. Further information on property availability, department eligibility or acquisition procedures for University and State surplus materials may be obtained from Surplus Property and for Federal surplus materials from the Property Management Office.

II. PROCEDURES

- A. University surplus property.
 - 1. Equipment and materials available. Periodically, departments will have usable equipment and materials, which are surplus to their needs. These items are to be reported to Surplus Property by the Equipment Accountability Change Request form.
 - a. Minimum value items are equipment and materials, which have a nominal value and are forwarded by the releasing department for disposition under the provisions of Financial Procedure Instruction "Disposal of University Property". These items are stored in the Surplus Property Warehouse, maintained by Surplus Property, and are available to other departments on a fixed minimum fee basis.
 - b. Fair market value items are department surplus items, which have been

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reported to Surplus Property, which have more than nominal value. These items may be sold to another department at the estimated "fair market value" as established by the two departments. This type of item is usually stored in the department during the disposal procedure. Surplus Property will charge a handling fee for all disposal action. Contact Surplus Property for exact fees.

2. Acquisition procedures.

- a. Minimum value material will be issued on a "first come - first served" basis upon of a CIS Intramural Order (IMO).
- b. Fair market value material may be secured by a department presenting an Intramural Order (IMO) to the releasing department. The IMO must show the item(s), description, model, serial number, University decal number, agreed price and account number. An Equipment Accountability Change Request form must be completed by the releasing department to record the new department and location of the equipment. Surplus Property will adjust supplying department's allocations to include the handling fee.

B. State surplus property.

- 1. Eligibility. Any department of the University, which can use State surplus property in accomplishing its assigned functions, is eligible to receive such property.
- 2. Requesting authorization to receive State surplus property.
 - a. Permanent authorization should be requested on a memo from the department to Surplus Property.
 - b. Additional authorizations should be requested by a department memo to Surplus Property.
 - c. A one-time pick up authorization form may be obtained from Surplus Property. Personnel other than full time employees desiring one time pick up authorization must present Surplus Property with a written authorization from their project leader or department head.
- 3. Authorization to receive state surplus property is designated by one of the following:
 - a. A permanent list of authorized employees approved by Surplus Property.
 - b. Addendum letter for individual staff members not on the above list, but who

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frequently pick up surplus materials.

- c. A one time pick up authorization.

4. Selecting needed surplus property.

- a. Authorized personnel who have obtained the "Colorado Surplus Property Issue Sheet" form from the Colorado Surplus Property Agency in Denver may "shop" for the desired equipment or material in the Denver surplus warehouse or yard. Items selected are checked out by the warehouse clerk. Signature of the individual picking up the property and the name of the department, which will receive the property, should be included on the issue sheet. The pink copy of the form will be placed with the items and returned to Colorado State University by the ordering department. See paragraph 7 below for payment procedures.
- b. Specific material or equipment desired but not currently available in stock may be formally requested of the Colorado State Surplus Property Agency. Upon receipt of such requested material the agency will notify the University and pick up will be arranged.

5. Receipt of State surplus property may be by one of the following:

- a. Personally picked up by an individual authorized as outlined in paragraph B-2-c above.
- b. By special arrangements whereby the Surplus Property Agency makes delivery to Central Receiving or directly to the ordering department.

6. Return of State surplus property. If, after receipt of items, it is determined they are not usable, Surplus Property should be contacted for possible return procedures. If items are returned, a written receipt of credit should be secured and forwarded to Surplus Property.

7. Payment for State surplus property. Upon receipt of the items, the receiving department should prepare a CIS IMO indicating account number, department to be charged, description of items received and authorized signature. The IMO, together with pink copy of the "Colorado Surplus Property Issue Sheet", should be forwarded to Surplus Property.

C. Federal government excess property. Federal excess property is generally available only to satisfy requirements of certain Federal contracts and grants. Policies and procedures

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concerning requests, acquisitions, use and control for such property are covered by the University "Financial Procedures Instructions" issued by the Property Management Office. Any questions or request for assistance concerning Federal excess property should be directed to the Property Management Office.