



# Surplus Property and Disposal of Movable Equipment

## Policy Statement

Property and materials that are purchased with University of Vermont funds or with grant funds, donated to the university, or acquired for the university through other means, are the property of the University of Vermont and State Agricultural College (university) and do not belong to specific individuals. The university will dispose of its surplus property in an environmentally and fiscally responsible manner in accordance with local, state, and federal regulations.

A department or individual may not dispose of property unilaterally. Disposal of university property for personal gain or favor is prohibited.

The Surplus Property Program is an income/expense activity administered by UVM Recycling & Zero Waste, under the Office of Sustainability. The Custodial Services Department (CSD) is responsible for the physical removal and transportation of items, however, the sale and ultimate disposition of all surplus property is handled by UVM Recycling & Zero Waste.

Individual departments are responsible for the cost of removal and disposal of surplus property. In some cases, the University Controller's Office is responsible for disposal approvals as defined by this policy and for recording disposal changes in the University official records.

## Reason for the Policy

The university is committed to managing surplus property, such as used furniture and equipment, in a manner that is fiscally responsible, reduces harmful environmental impacts, and promotes the university's philosophy of [sustainability](#). This policy explains the process to dispose of university surplus property. This policy applies to all University of Vermont faculty, staff, and students.

## Definitions

\_\_\_\_\_ : Any equipment or materials left unclaimed and identified for disposal by Police Services.





Items with an acquisition value greater than \$5,000 must also be accompanied by a Surplus Disposal Form. The Managing Department must indicate the Planon request generated by Planon, Inventory Asset Tag Number, location and description of the item on this form. After removal of the item, the CSD supervisor will forward the original form to the Financial and Cost Accounting Services office.

#### **IV. Disposal of Laboratory Equipment**

Laboratory equipment and items such as research refrigerators, minus-80 freezers, centrifuges, sterilizers, blood counters, photo spectrometers, and similar equipment may contain hazardous components such as refrigerant, mercury switches, and batteries, and/or may be contaminated with other hazardous materials. Individual departments must certify that these items, regardless of value, have been properly, and in compliance with legal requirements, emptied, cleaned, and decontaminated for safe disposal, transfer, or resale (contact the university's Environmental Health and Safety Department with any questions). Individual departments are responsible for the cost of removal of any imbedded hazardous materials; UVM Technical Services Program offers this service. Departments document the removal of hazardous materials using the Surplus Disposal Form which they attach, when completed, to the surplus item.

After the Department has submitted the form, Surplus Property personnel will consult and coordinate with the Environmental Health and Safety Department to certify that all equipment is properly decontaminated and safe for disposal.

#### **V. Disposal of Motor Vehicles, Trailers & Registered Equipment**

Managing Departments are encouraged to first do one of the following:

- a) Transfer the vehicle inter-departmentally within the university.
- b) Trade in the vehicle within market value toward the purchase of new one

If neither of the above occurs, disposal of motor vehicles becomes the responsibility of the Surplus Property Program in coordination with Purchasing Services. Managing Departments must follow the [checklist of procedures](#) for sending motor vehicles to surplus. Proceeds from the sales of vehicles, trailers, boats, etc., through auction, private sale, or any other format will be retained by the owning department minus any administrative costs.

#### **VI. Disposal of University Computing Devices**

See [Information Security Procedures: Disposition of University Computers](#)

#### **VII. Sale and Disposition of Surplus Property**

The Surplus Property Program will determine the method by which surplus property will be disposed. Items may be sold to university departments or to the general public, recycled, scrapped, donated to non-profit organizations, or given.

to purchase surplus property only if the ownership of the property is first transferred to the Surplus Property Program. All transactions, including the collection of appropriate taxes and issuance of a sales receipt, must be conducted by Surplus Property Program personnel. In the case of computing devices, the University department must ensure that the disk is erased and the operating system (or current version, if appropriately licensed) is reinstalled prior to sale, review Section VI and for additional details. Valuation of surplus computing devices for the purpose of sale is at the sole discretion of the Recycling Program Manager. Under no circumstances shall a University department sell surplus property directly to an individual or employee, except as noted in Section VIII.

All proceeds from the sale of surplus property, except motor vehicles, are retained by the Surplus Property Program to offset operating expenses of the program (e.g., hauling, labor, vehicle use, utilities, advertising costs, disposal of unsold property, etc.). Departments will receive revenues less administrative and disposal costs incurred by the Surplus Property Program for motor vehicles sales as well as additional items on a case-by-case basis. For non-motor vehicles sales, Managing Departments will not receive any portion of revenues.

All sales are subject to State of Vermont sales tax and City of Burlington local option sales tax, unless proof of Sales Tax Exemption Status is provided by the purchaser. All sales are in checks payable to the University of Vermont. For sales exceeding \$1,000, a certified, or cashier's check payable to the University of Vermont is required. University departments may purchase items for their departmental use through an inter-departmental chartstring charge.

#### **VIII. Unique Items and Items of High Resale Value**

Departments owning items that are considered "unique" (e.g., musical instruments, athletic uniforms, sports equipment, police equipment, artwork, historical treasures, etc.) may be granted permission by the Controller to sell items on their own, with prior written approval of the Surplus Property Program Manager. In these instances, the Managing Department is responsible for all aspects of the sale including advertising, invoicing, collection of appropriate sales tax, issuance of a sales receipt, and deposit of the proceeds in appropriate University accounts. If assistance is needed by the Surplus Property Manager a portion of the proceeds will be retained to cover administrative costs where applicable.

With the approval of the Surplus Property Program and the University Controller, the Managing Department may sell surplus items with an estimated resale value greater than \$1,000 directly to a business, organization, or individual. In these instances, the Managing Department may retain the proceeds of the sale; however, the department is responsible for all aspects of the sale including advertising, soliciting bids, delivery, invoicing, collection of appropriate sales tax, issuance of a sales receipt, and depositing proceeds in appropriate University accounts.

#### **IX. Relinquishment of Equipment on Grants**

Relinquishment is the formal process of ending a grant at the university so it may be transferred to another department. For repr

This policy affect the Residential Life Department's protocol for abandoned bikes. This only pertains to campus buildings, including the Davis Center.

If a bike is identified by Police Services as abandoned the UVM Recycling Program will cut bicycle locks (when necessary), take possession of the bike and transport it to the surplus property facility. In all instances Police Services provides the directive to cut locks and/or remove bikes. Police Services will take into their possession bikes that are NOT locked up and determined by Police Services officers to be abandoned. A 30-day waiting period applies aft

