

**UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED AMENDMENT TO REGULATION**

REGULATION TITLE: **UWF/REG 6.004-Surplus Property**

SUMMARY: This regulation is amended to update the text to comport with FBOG Regulation 9.0031, to update legal citations and titles of the responsible employees.

AUTHORITY: FBOG Regulations 18.001 and 9.0031.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:

Colleen Asmus, Associate Vice President for Finance/Controller

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: James Felder, Associate General Counsel, jfelder@uwf.edu, Phone (850) 474-3420; FAX (850) 857-6058; Bld. 10/Rm 114; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before, May 29, 2015 to receive full consideration.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE: **May 8, 2015.**

THE DATE THIS NOTICE WAS PUBLISHED IN “@UWF”: **May 11, 2015.**

THE FULL TEXT OF THE PROPOSED AMENDMENT TO THIS REGULATION IS SET FORTH BELOW:

University of West Florida Regulations UWF/REG-6.004 Surplus Property

(1) Definitions.

- (a) Accountable Officer. The individual delegated by the custodian as having immediate control of and accountability for specific items of property.
- (b) Custodian. Pursuant to the delegation by the University of West Florida Board of Trustees, the President is the lawful custodian of all University of West Florida property and, subject to the laws and regulations of the State of Florida, has authority to further delegate custody upon such terms and conditions as he/she finds appropriate.
- (c) Department Coordinator. The individual assigned by the Accountable Officer to oversee the record keeping of property and assists the Property ~~Manager~~Coordinator with physical inventory.
- (d) Exchange Property. Property being offered as a trade-in.
- (e) Expert Reviewer. A technically proficient person designated by the Property Control Board (PCB) to act as an advisor regarding the value and disposition of property.
- (f) Principal Investigator ("PI"). The individual responsible for a specific grant or contract. The PI is the accountable officer and is responsible for all property acquired for a grant or contract.
- (g) Property Control Board ("PCB"). A committee appointed by the University President or designee for the purpose of: reviewing survey requests, approving or disapproving of classification of property as surplus and making recommendations as to the disposition of certified surplus property. The board must ensure that accountability for equipment will be in compliance with Chap. 273, FS.
- (h) Property ~~Manager~~Coordinator. An employee designated to manage and keep records as to the assignment, accountability, transfer and disposal of property for which the University has custody. This employee also serves as Secretary to the PCB.
- (i) Surplus Property. University owned tangible personal property may be classified as surplus when it is excess, obsolete, uneconomical or inefficient for continued use.

(2) Reporting Requirements for Surplus, State-Owned, Tangible Personal Property.

Tangible personal property which is determined by the Accountable Officer to be in excess, obsolete, uneconomical or inefficient for continued use shall be reported as surplus to the Property ~~Manager~~Coordinator through a survey request form. The Property ~~Manager~~Coordinator shall schedule a meeting of the Property Control Board to consider the survey request. Reporting shall be in accordance with ~~Florida Board of Governor's Regulation 9.0031.the Rules of the Auditor General/Chief Financial Officer on State Owned Tangible Personal Property.~~

(3) Certification - .Property determined to be surplus shall be certified as such by the Custodian or Custodian's designee. ~~within the meaning of the Rules of the Auditor General/Chief Financial Officer may be lawfully certified as surplus as provided in Section 273.05, FS.~~

- ~~(a) The following information shall be recorded on the individual property record for each item lawfully certified as Surplus Property:~~
 - ~~i. Date of certification;~~
 - ~~ii. Reason for certification;~~
 - ~~iii. Date of Property Control Board recommendation on certification and reference to location of documentation thereof; and~~

~~iv. Reference to location of documentation evidencing compliance with those rules and guidelines promulgated by the custodian of surplus property.~~

~~(b) The individual property records for each item lawfully certified as surplus shall upon the custodian's certification, be transferred to a certified surplus property file.~~

(4) **Building and Structures.** Buildings, structures and other items of a semi-permanent or permanent nature shall be considered tangible personal property, if and when they are severed from the real property upon which they reside, and shall be reported in the same manner as all other surplus property. In addition, the legal description of the location, size, type of construction, and reason for removal shall be noted.

(5) **Items to Be Reported.** In instances of loss, theft, fire, or other casualty, such property should be reported by the Accountable Officer using the Property Survey Form.

(6) **Procedures for Disposal of Surplus Property.**

~~(a) Property may be lawfully disposed of in accordance with The Rules of the Auditor General/Chief Financial Officer and Chapter 273, Florida Statutes.~~ Facilities Management will have the responsibility for disposition of the property as directed by the ~~PCB~~ ~~Property Control Board~~.

(b) Process of disposition:

i. Department requests relinquishment of accountability for property through survey request form.

ii. Property reviewed by expert reviewer. ~~Where possible, property is transferred for use in another university department. Otherwise, and~~ recommendation to surplus item is made to PCB.

iii. PCB reviews recommendation and approves or disapproves of classification as surplus.

(c) Types of disposition-

i. Sale;

ii. transfer to other university departments;

iii. cannibalization;

iv. scrap;

v. warehoused;

vi. ~~destruction~~ ~~eyed~~

vii. ~~circulation to other departments, governmental agencies, or non-profit organizations.~~

(d) Authority for disposal - Certified surplus property shall not be sold, ~~transferred,~~ cannibalized, scrapped or destroyed without prior written authorization from the ~~UWF~~ PCB.

~~(e) Property items which cannot be sold, transferred, or cannibalized may be offered to other governmental agencies or donated to non-profits.~~

(7) **Non-State Funded Property.** All property originally purchased with non-state funds, such as contracts or grants, shall be managed in a form consistent with the applicable rules and regulations of the funding authority.

(8) **Required Information.**

(a) The following information shall be recorded on the individual property record for each item disposed of pursuant to this Regulation:

i. Date of disposition;

ii. Reason for disposition;

iii. Manner of disposition (e.g. sold, donated, transferred, cannibalized, etc.);

- iv. Identity of the employee(s) witnessing the disposition, if cannibalized, scrapped or destroyed;
 - v. For items disposed of, a notation identifying any related transactions (such as receipt for sale of the item, insurance recovery, trade-in);
 - vi. Date of Property Control Board recommendation on disposition and reference to location of documentation thereof; and
 - vii. Reference to location of documentation evidencing compliance with those rules and guidelines promulgated by the custodian of surplus property.
- (b) The individual property records for each item lawfully certified as surplus shall upon the custodian's certification, be transferred to a certified surplus property file.

~~(7)~~(9) **Disposition of Monies.** All monies received from the disposition of **Surplus Property** ~~University-owned tangible personal property or from any agreement entered into under Chapter 273 shall~~ shall be retained by the University and disbursed for the acquisition of tangible personal property and for all necessary operating expenditures. The office of Financial Services shall maintain records of the accounts into which such moneys are deposited.

Specific Authority FBOG Regulation 9.0031 Section ~~273.055.~~
History—New 6-30-81, Formerly 6C6-6.04. Formerly FACRule 6C6-6.004, converted to UWF/REG 6.004-7/21/05. Amended 7/20/07, _____.