

University of West Florida Regulation 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 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:** 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 through a survey request form. The Property Manager 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.

(3) Certification

Property determined to be surplus shall be certified as such by the Custodian or Custodian's designee.

(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) Facilities Management will have the responsibility for disposition of the property as directed by the PCB.
- (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, 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. Warehouse;
 - vi. Destruction
- (d) Authority for disposal - Certified surplus property shall not be sold, cannibalized, scrapped or destroyed without prior written authorization from the 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.

(9) Disposition of Monies

All monies received from the disposition of Surplus Property 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.

History: New 6/30/81, Formerly 6C6-6.04. Formerly FAC Rule 6C6-6.004, converted to UWF/REG 6.004-7/21/05. Amended 7/20/07, 6/25/15.