

# 1 **Equipment/Excess Property Disposal**

2 Effective: Moved to Policy Library from UPM 10.3(6)

3 Updated/Revised: March 5, 2013

4 Contact: [Assistant Vice President for Business Services](#)

## 5 **Introduction**

6 The purpose of this policy is to ensure accountability in managing public assets and compliance with state, federal, Regents  
7 and NCAA requirements for the proper disposal of equipment and other university-owned materials. In addition, this policy  
8 promotes reuse of equipment/materials and is consistent with the university's sustainability goals and repurposing efforts.  
9 Equipment and materials purchased with university funds, including discretionary and ISU Foundation funds, are university-  
10 owned and subject to this policy.

## 11 **Policy Statement**

### 12 **ISU Surplus**

13 ISU Surplus is solely responsible for the sale or disposal of university-owned equipment deemed surplus/excess by a  
14 department. No department or individual may arrange for the sale or collect money for university-owned equipment,  
15 computers, furniture, or other supplies/materials purchased with university funds, regardless of the source of funds.  
16 Departmental personnel may not gift or donate equipment, computers, cell phones, furniture, or other items without ISU  
17 Surplus approval. University-owned equipment, computers, laptops, tablets, cell phones, furniture, and materials may not be  
18 removed from the university, converted to personal property, or retained for personal use when deemed excess. As part of  
19 the procurement process, with Purchasing Department approval items may be traded in on equipment/supplies purchases of  
20 similar products. In addition:

- 21 • ISU Surplus must be contacted when furniture, equipment and/or other items of value have been deemed excess,  
22 obsolete, worn out, no longer usable, or no longer needed by the university.
- 23 • Excess Property Disposal forms are to be downloaded and completed to facilitate transfer to the ISU Surplus office for  
24 proper disposal.
- 25 • The university requires removal of all data, proprietary information and network access from university-owned computers,  
26 laptops and tablets before disposal or sale. Removal of all data, information, and access must be performed by  
27 Information Technology Services or ISU Surplus. Items purchased with agency (206) funds that contain university data,  
28 proprietary information, or network access are also subject to this requirement.
- 29 • ISU Surplus will return proceeds from the sale of individual items selling for more than \$300, less fees and expenses, to  
30 the selling department.
- 31 • ISU Surplus will offer equipment and materials first for sale or transfer to other university departments, state agencies  
32 and/or political subdivisions of the state of Iowa. With the specific approval of the Senior Vice President for Business and  
33 Finance, surplus equipment and materials may be utilized or donated in connection with nonprofit or community projects  
34 that benefit or serve the university's interests. Unsold items will be offered for public sale.
- 35 • Departments may share or transfer supplies or items of nominal value, such as office supplies, campus mail envelopes,  
36 binders, printers, computers, etc., between departments without involving ISU Surplus, if the items are no longer tagged  
37 and on the university's inventory.
- 38 • This policy does not apply to supplies/materials that are fully consumed or items that have insignificant residual value.  
39 Unless such items are considered hazardous waste, they should be disposed of through normal trash removal. ISU  
40 Surplus may determine the best avenue for disposal and grant exceptions to this policy.

### 41 **Purchase by a PI's New Employer**

42 If a principal investigator wants to take equipment purchased with other than federal/sponsored funds to a new employing  
43 institution, the new institution will have to purchase the equipment. Approvals are needed from the department chair to  
44 remove the equipment because removing the equipment may disrupt the operations of the department. Determination of the  
45 equipment's value must be approved by ISU Surplus, which will work with the university department and other sources as  
46 needed.

47 Documentation of receipt and acceptance by the new institution is required prior to removal of the equipment items from  
48 university inventory records.

### 49 **Federally Funded Equipment**

#### 50 **Disposal**

51 Equipment that is excess to departmental operating needs, was purchased with federal funds, and has a value of \$5,000 or  
52 more is subject to additional federal disposal requirements. Departments must contact Sponsored Programs Accounting for  
53 assistance in complying with these federal requirements.

#### 54 **Transfer**

55 By contacting Financial Accounting and Reporting, principal investigators may request the transfer of federally sponsored  
56 equipment to a new employing institution if the federal project under which the equipment was purchased is also being  
57 transferred. There will be an administrative review by the university, starting with Sponsored Programs Accounting, and if  
58 appropriate, the equipment will be released to the new institution. Federal agencies differ in specific guidelines and the  
59 university will follow the specific guidelines of the grant.

60 Documentation of receipt and acceptance by the new institution is required prior to removal of the equipment items from  
61 university inventory records.

## 62 **Resources**

### 63 **Links**

- 64 • [Excess Property Disposal Form \[PDF\]](#)
- 65 • [Laboratory Equipment Disposal Form \[PDF\]](#)
- 66 • [Equipment Transfers and Sales](#)
- 67 • [US Government-Owned Property Control Manual](#)
- 68 • [Sponsored Programs Accounting](#)
- 69 • [Financial Accounting and Reporting - Equipment Inventory](#)
- 70 • [ISU Surplus](#)
- 71 • [Accounting for Surplus Inventory](#)
- 72 • [Purchasing Department](#)