

Subject: Property Management and Surplus Property Disposition (10/03 Revision)

The Facilities Services Department will now be the central point of contact on campus for furniture and equipment control and disposal. The Accounting Department will continue to be responsible for accounting of controlled equipment (greater than or equal to \$5,000).

State of Colorado Administrative Regulation No. 450-03, in accordance with Colorado Revised Statutes 17-24-106.6 (b) requires all State Agencies, other than the Department of Transportation, to utilize the Colorado Surplus Property Agency (CSPA), a division of Correctional Industries, to dispose of surplus equipment and supplies. Prior to disposal of any surplus furniture, equipment and supplies, CSPA must approve of our recommended method of disposition. Facilities Services will be the liaison with the CSPA.

## DUTIES AND RESPONSIBILITIES

Processes and procedures should be considered in an evolutionary stage at this time. The information below outlines the specific duties and responsibilities established thus far.

Facilities Services duties and responsibilities include:

1. Picking up equipment from departments and storing in a secured location.
2. Surplus property disposal and related record keeping.
3. Reallocation of usable equipment to other campus departments.
4. Working with the Plant Fund Accountant on disposal of tagged and capital equipment.
5. Assist with campus inventory process.
6. Work with Physical Plant unit in Facilities Services on campus recycle program.
7. Work with Public Safety regarding hazardous waste and control.

Accounting Department duties and responsibilities include:

1. Accounting related to controlled equipment. (greater than or equal to \$5,000)
2. Campus inventory process.
3. Identification of new purchases and location changes of controlled equipment.
4. Working with Facilities Services regarding equipment disposal and identification of controlled equipment additions for insurance purposes with Public Safety.

Department/Unit duties and responsibilities include:

1. Responsible for control and security of their own furniture and equipment.
2. Performing departmental equipment inventory.
3. Initiating the surplus equipment disposal process. (Refer to numbers 4 & 5 below.)
4. Department/Unit issues e-mail to both staff and faculty lists indicating surplus furniture and/or equipment availability.
5. If on-campus units do not want surplus furniture and/or equipment, submit a work request for pickup and disposal. Use the code "surplus".

## COMPUTERS

Computers now require special disposal procedures. It is illegal for State agencies to dispose of electronic devices in trash bins or dumpsters.

Department/Unit Responsibilities: Departments/Units disposing of computers must first erase personal and University information on the computers. Instructions on erasing computers have been developed by Information Technology and can be obtained from Facilities Services or on the IT web site, <http://www.uccs.edu/~helpdesk/helpsheetsmenu/format.htm>, under "Erasing Data". The attached certification sheet must be submitted to Facilities Services for all surplus computers being disposed of by any of the disposal options outlined below and a copy must be attached to the CPU. The certification sheet may also be found on the Facilities Services web site at <http://www..uccs.edu/facsrvs>.

Departments/Units are also asked to indicate on the certification form whether the computer is in working order or is not working. If you are aware of the reason why the computer is not working, i.e. bad hard drive, please indicate that as well.

Facilities Services Responsibilities: Certain computer components are now considered to contain hazardous waste and, if not working, must be taken to a certified computer recycler. Facilities Services will arrange for computers to be taken to a certified computer recycler.

While the following disposal options request that surplus computers be offered to the campus before disposal, some computers are too out-of-date for campus use. Please contact the IT Help Desk at 719-262-3536 for information on minimum computer configurations.

## DISPOSAL OPTIONS

Options to dispose of surplus items are outlined below. In all cases, advance approval must be obtained from the CSPA by Facilities Services. Facilities Services will assist departments in arranging for any of the following disposition methods.

1. Make it available to other departments on campus at either no cost or for a reasonable fee.
  - Department/Unit will issue an e-mail to campus staff and faculty e-mail lists indicating the availability of surplus property first. Wherever possible, surplus property should be re-utilized on campus.
2. Make it available to the CU-Boulder campus.
  - Facilities Services will coordinate with the Property Management office at the Boulder campus.
3. Transfer it to another state agency. (School districts are also considered a state agency.)
  - If departments know of another state agency that would like the surplus property, they should advise Facilities Services of the agency, name and contact and Facilities Services will coordinate with the department the transfer to the other state agency.
4. Use it as a trade in for a replacement or new item.
  - Departments should advise Facilities Services they would like to trade-in (under comments on the work order system) and provide information on the new item being purchased, trade-in value, vendor involved in the purchase transaction, etc.
5. Cannibalize it to support a maintenance program.
  - For example, IT may be able to utilize specific components or parts from surplus computers.
6. Donate it to an authorized organization.
  - The CSPA maintains a list of authorized organizations. Facilities Services can advise if an organization is on this list. If the organization you would like to donate the equipment to is not on the authorized list, Facilities Services will assist you in adding the organization to the authorized list and coordinate with the CSPA.
  - A Departmental Property Donation Form must be filled out and approved by Facilities Services prior to taking the property to an authorized organization. A Departmental Property Donation Form is attached and available on the Facilities Services web site at <http://web.uccs.edu/facplng>.
7. Sell it at the owning agency location by sealed bid if the item has value.
  - Facilities Services will work with the Procurement Service Center (PSC) in selling surplus property via sealed bid.
8. Dispose of through the CU-Boulder Property Management auction if the item has value.
  - Facilities Services will coordinate. They are currently disposing of items by direct sales to the public and Ebay. This option is not financially feasible unless it is anticipated the item will sell for \$100 or more. (CU-B Property Management will not return any proceeds back to us if the item sells for less than \$100.) For any item selling for \$100 or more, they will return 60% of the gross sale, less pick up fee. (Of the 40% maintained by them, 20% goes to the auctioneer and 20% is retained for their overhead.) Their pickup fee is charged at a flat rate of \$32/hour. (There is no mileage fee, simply the \$32/hour.)

9. Turn it into the CSPA for re-utilization or sale.
  - Facilities Services will coordinate the pick up and transfer of surplus property to the CSPA. A fee may or may not be imposed by the CSPA to pick up surplus property.
10. Dispose of through a certified recycler of electronic waste materials.
  - Facilities Services will coordinate the disposition to a certified recycler. Refer to information outlined above under Computers.
11. Dispose of it as ordinary trash.
  - After approval from the CSPA has been obtained by Facilities Services, departments will be advised and may trash on their own or ask Facilities Services to assist.

Any questions on what is/is not considered surplus property or falls under these guidelines should be directed to Facilities Services at extension 3714.