

# 1 Excess Property Disposal

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

3 Reviewed and Updated: August 30, 2024

4 Contact: [Specialty Business Services & Cultural Arts](#)

## 5 Introduction

6 The purpose of this policy is to ensure accountability in managing public assets and compliance with  
7 state, federal, Regents and NCAA requirements for the proper disposal of university-owned property.  
8 In addition, this policy promotes reuse of university property and is consistent with the university's  
9 sustainability goals and repurposing efforts.

## 10 Scope of Policy

11 Equipment, computers, cell phones, furniture, materials, supplies and other tangible items  
12 purchased with university funds, including sponsored research, discretionary and ISU Foundation  
13 funds, or donated to the university ("university property") are university-owned and subject to this  
14 policy.

## 15 Policy Statement

16 ISU Surplus is solely responsible for the sale or disposal of university property except as provided  
17 otherwise in this policy. No department or individual may gift, donate, transfer, or sell university  
18 property. University property may not be removed from the university, converted to personal  
19 property, or retained for personal use. The university will comply with any restrictions on the disposal  
20 of university property imposed by funding entities or by law.

## 21 Disposal by ISU Surplus

22 ISU Surplus must be contacted when university property has been deemed excess, obsolete, worn  
23 out, no longer usable, or no longer needed by the university, except as provided otherwise in this  
24 policy. Excess Property Disposal forms are to be completed to facilitate transfer of the university  
25 property to the ISU Surplus office for proper disposal. ISU Surplus will determine the best avenue for  
26 disposal. Such avenues include, but are not limited to, the following:

27 **Sale:** For university property deemed suitable for sale, ISU Surplus may offer the university  
28 property for sale or transfer through a restricted sale to other university departments, state  
29 agencies, and/or political subdivisions of the State of Iowa and to recognized non-profit  
30 agencies. ISU Surplus may add parties to and/or delete parties from the restrictive sale. Items  
31 not sold during the restrictive sale will be offered for public sale. ISU Surplus will return  
32 proceeds from the sale of individual items selling for more than \$300, less fees and expenses,  
33 to the selling department.

34 **Donation:** With the approval of the senior vice president for operations and finance, ISU  
35 Surplus may donate university property to other university departments, state agencies,  
36 and/or political subdivisions of the State of Iowa and to recognized non-profit agencies for  
37 projects that benefit or serve the university's interests.

38 **Exchange Programs:** ISU Surplus may utilize the services of the Iowa Waste Exchange  
39 program operated by the Iowa Department of Natural Resources or similar programs.

## 40 **Disposal by Departments**

41 Departments may share or transfer university property of nominal value, such as office supplies,  
42 campus mail envelopes, and binders, between departments without involving ISU Surplus.  
43 Departments may dispose of university property that is fully consumed or has insignificant residual  
44 value through normal trash removal, unless such items are considered hazardous waste.

## 45 **Transfer or Sale of University Property to New Employer**

46 If an employee leaves the university for other employment and wishes to transfer or sell university  
47 property to the new employer, the employee must follow the procedures set forth in the Equipment  
48 Transfers and Sales guidelines (see Resources below). As set forth in the Equipment Transfers and  
49 Sales guidelines, the department chair must approve the transfer or sale of the university property to  
50 the new employer; the employee is not entitled to take the university property. In addition, depending  
51 on the source of funds used by the university to procure the university property, there may be  
52 restrictions on transferring or selling the university property or requirements to obtain sponsor  
53 approval. For those items being sold to the new employer, ISU Surplus must approve the sales  
54 price. Written documentation of the transaction must be maintained as set forth in the Equipment  
55 Transfers and Sales guidelines.

## 56 **Resources**

### 57 **Links**

- 58 • [ISU Surplus](#)
- 59 • [Equipment Transfers and Sales \(guidelines\)](#)
- 60 • [Excess Property Disposal Form \[PDF\]](#)
- 61 • [Laboratory Equipment Disposal Form \[PDF\]](#)
- 62 • [US Government-Owned Property Control Manual](#)
- 63 • [Information Technology Services](#)
- 64 • [Sponsored Programs Accounting](#)
- 65 • [Financial Accounting and Reporting - Equipment](#)
- 66 • [Procurement Services](#)
- 67 • [Operations and Finance Division](#)