

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #42

Title: Disposition of Obsolete and Unusable Equipment and Supplies

Section 1. General

1.1 The West Virginia State University Board of Governors has the authority to dispose of obsolete, surplus and unusable materials, supplies and equipment, either by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise.

1.2 Authority: WV State Code §18B-5-7, 59-3-1 et. seq.

1.3 Effective Date: May 25, 2005.

Section 2. Fiscal Guidelines

2.1 The Chief Procurement Officer or designee shall identify and inventory the institution's obsolete, surplus and unusable materials, supplies and equipment;

2.1.1 These materials, supplies and equipment shall be stored until such time as they may be disposed of consistent with this policy.

2.1.2 Under no circumstances shall any obsolete, surplus and unusable materials, supplies and equipment be sold, transferred or conveyed to any private person, firm or corporation other than at public auction, by sealed bid, or as otherwise provided by State Code.

2.2 The funds receive by the institution from the sale of obsolete, surplus and unusable materials, supplies and equipment shall be deposited in the institutional account originally used to purchase said materials, supplies and equipment;

2.2.1 If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer of WVSU;

2.2.2 Purchases made from special revenue funds must be redeposited into the same fund from which the expenditure originally occurred;

2.2.3 Purchases made from general revenue funds must be deposited according to FIMS requirements for refunds into the general revenue fund of the institution;

2.2.4 Administrative costs associated with the disposal may be deducted from the deposited proceeds.

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Section 3. Methods of Disposal

3.1 WVSU may dispose of obsolete, surplus and unusable materials, supplies and equipment in one or more of the following manners: - Trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief Procurement Officer or designee;

- Sale to the general public by sealed bid or at public auction;
- Transfer to municipal, county, state and federal agencies and institutions;
- Joining with Marshall University or West Virginia University at their surplus auction or sale; and
- Utilizing the Surplus Property Division of the Department of Administration.

3.1.1 The chosen method should be one that has the best prospect of yielding the greatest return to the institution after the cost of the sale has been deducted from the revenue derived

3.2 Transfers to other governmental agencies and institutions should cover those aspects that will enhance the institution's public awareness in the local community and in the interest of providing a needed service to the community.

3.3 The institution may take advantage of a trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief Procurement Officer or designee.

3.4 Sales by sealed bid or at public auction may be conducted provided that:

3.4.1 At least ten days prior to the disposition an advertisement of such sale shall be published as a Class 11 legal advertisement in the county in which the equipment, supplies and materials are located under the provisions of WV Code §59-3-1 et. seq.;

3.4.2 The procedures are documented and available to all who are interested in participating prior to the date for receipt of bids or the date of the auction;

3.4.3 WVSU has the right to reject all bids and that all sales are final.

3.5 When transfers of obsolete, surplus and unusable materials, supplies and equipment are made to municipal, county, state and federal agencies or institutions, the Chief Procurement Officer shall keep a record of such transfers containing the following information on each item: -

- Inventory tag number, if applicable;
- Description;
- Model number, if applicable;
- Serial number, if applicable;
- Present value of the materials, supplies and equipment.

3.5.1 These records shall be kept as an open public record available for inspection for a period of two years;

- 3.5.2 These items shall be removed from the institution's inventory.
- 3.6 When obsolete, surplus and unusable materials, supplies and equipment are disposed through the Surplus Property Division of the Department of Administration, all of the related rules and regulations shall be followed.

Section 4. Related Procedures

- 4.1 All inventories of surplus equipment, supplies and materials sold shall be kept as a public record open to public inspection for a period of two (2) years;
- 4.2 The Board of Governors shall report semiannually to the Legislative Auditor all sales of commodities made during the preceding six months;
- 4.2.1 The report shall provide an itemized listing of each commodity sold and include the inventory tag number, a description of the commodity, the name of the buyer and the price paid by the buyer;
- 4.2.2 The dates for these reports are February 1 for the period of July 1 through December 31 and August 1 for the period of January 1 through June 30;
- 4.2.3 The form and format of this report shall be as required by the Legislative Auditor.
- 4.3 Any contracts for removal of obsolete, surplus and unusable materials, supplies and equipment shall be issued by the Chief Procurement Officer or designee of the institution in accordance with state law and this policy.