

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Policy No. FA-5

### DISPOSITION OF SURPLUS PROPERTY

#### **1 General:**

- 1.1 Scope: Policy regarding the sale, transfer, or other disposal of obsolete or unusable equipment, surplus supplies, and other unneeded materials.
- 1.2 Statutory References: W. Va. Code §18B-5-7
- 1.3 Passage Date: March 9, 2005
- 1.4 Effective Date: Upon passage
- 1.5 Background: This policy is required under W. Va. Code §18B-5-7. This policy was previously numbered as MUBOG Policy No. 27.

#### **2 Policy:**

- 2.1 The term “surplus property” shall refer to all obsolete or unusable equipment, surplus supplies, and other unneeded materials.
- 2.2 The University will dispose of surplus property in a manner consistent with all applicable laws, policies, and procedures of the state of West Virginia and all relevant governing authorities.
- 2.3 The University may assess reasonable fees for the costs of care and handling with respect to the transfer, warehousing, sale, and distribution of surplus property that is disposed of or sold. Such fees may be greater than the value of the surplus property.
- 2.4 The University shall provide services to dispose of surplus property that belongs to the Marshall Community and Technical College and may assess fees for such services as described in section 2.3.
- 2.5 The Chief Procurement Officer for the University shall be responsible for the disposition of surplus property and shall develop a manual of procedures used in that disposition.
  - 2.5.1 The manual shall include the methods by which the University may dispose of surplus property and the fees assessed related to that disposal.
  - 2.5.2 The manual of procedures shall be available for public review in the University procurement office and shall be available on the University’s web site.