

## Marshall University Surplus Property Sale Guidelines

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Effective Date: 9-17-2007

Replaces guidelines dated July 1, 2007 and March 24, 2006.

Marshall University surplus property will be sold to the public utilizing a yard sale methodology. Projected surplus property sale dates will include four computer sales and two yard sales per fiscal year.

### **The following is a summary of the steps required to complete a Surplus Property sale.**

1. Initiate a request for a date and space of the sale to be held by Computing Services or Central Receiving;
2. The dates for holding the sale will be approved by Central Receiving;
3. The appropriate bidding documents for bidder solicitation will be prepared by Computing Services or Central Receiving;
4. A notification will be provided to the Office of Purchasing for placement of the legal advertisement submitted by either Computing Services or Central Receiving;
5. The legal advertisement in the local paper will comply with the standard practice of the fourteen day allowance from date-of-ad to sale-date placed by the Office of Purchasing;
6. A notification to the MU Police Department (MUPD) and Bursars Office will be provided identifying the scheduled merchandise pick-up date sent by Central Receiving;
7. All prospective bidders must be pre-registered or must register the day of the sale and placed on the bidder registration master list by Central Receiving;

\*SPECIAL NOTICE: Any employees within the University's Purchasing or Central Receiving departments and the management thereof and their immediate family (spouse, children, and step children) and individuals employed through contractual arrangements directly involved in any part of the surplus property sale process are excluded from participation or bidding on items in the sale.

8. During a surplus property sale, bids are received by Central Receiving. Computing Services staff is required to be on-site during a surplus property sale of technology equipment;
9. At the time of a bid submission, the bids are dated and timed stamped by Central Receiving prior to the placement in the locked box;
10. All bids will be opened and evaluated. Once evaluated, bidders will be notified and all winning bidders will be documented on a spreadsheet for distribution by the Office of Purchasing;
11. The presence of the MUPD and the respective staff of the Bursars Office and Central Receiving are required during the scheduled merchandise pick-up date/time;
12. A deposit of all funds received will be made to Fund 119005 – Org 4085 for distribution to various departments in accordance with the established allocation plan that will be reviewed and approved on an annual basis by the Senior Vice President for Finance & Administration and the Associate Vice President for Finance;
13. A list of unclaimed merchandise will be prepared by Central Receiving and will be submitted to the Office of Purchasing for additional rounds of notifications to the bidders;

14. An additional bidder notification for the next highest bidder will be completed by the Office of Purchasing; and,
15. In the event an additional bidder notification is required, items 10 through 14 are to be repeated.

**The following are the applicable departmental procedures for conducting and processing the necessary paperwork to achieve a successful surplus property sale.**

▪ *The Office of Purchasing shall:*

1. Receive a request for the placement of the legal advertisement for the surplus property sale from Computing Services or Central Receiving;
2. Place the legal advertisement in the local paper in compliance with the fourteen day allowance from date-of-ad to sale-date;
3. Receive from Central Receiving all bids submitted and the bidder registration master list;
4. Open all bids that were submitted to determine the highest bid and document bid in the Yard Sale Module of the BANNER software system;
5. Notify the successful bidder of the high bid for acceptance of the award;
6. Generate a computer report of winning bidders for distribution by email to the Bursars Office (Supervisor of Financial Reports & Statistics), Computing Services (Director, Customer Services), Central Receiving (Receiving Manager), and Budget Office (Budget Director).
7. Receive from Central Receiving a listing of unclaimed merchandise that will require an additional round of notification to the next highest bidder; and,
8. Follow the actions provided in items 5 and 6 in the event an additional round of notification is required.

▪ *The Bursars Office shall:*

1. Receive a notification from Central Receiving indicating the time and location required for the surplus property sale;
2. Provide adequate on-site staffing during the scheduled surplus property sale merchandise pick-up date/time.
3. Collect payment for technology merchandise included in the surplus property sale in the Bursars Office;
4. Receive from the Office of Purchasing an email containing the generated computer report of the winning bids;
5. Be responsible for the collection of payments for any unclaimed merchandise requiring a second round notification during the week following the surplus property sale; and,
6. Deposit all funds received for payment of merchandise to Fund 119005 – Org 4085 and will provide a notification of the deposit to the Budget Office.

▪ *The Budget Office shall:*

1. Receive from the Office of Purchasing an e-mail containing the generated computer report of the winning bids;
2. Receive a notification of deposited funds from the Bursar's Office; and,
3. Distribute all proceeds from the surplus property sale deposited to Fund 119005 – Org 4085 to the various departments in accordance with the established allocation plan.

▪ Central Receiving shall:

1. Receive correspondence from Computing Services requesting approval of dates and space for the surplus property sale of technology equipment;
2. Approve or disapprove the date and space request and provide notification of an approval or disapproval to the Department of Computing Services;
3. Notify the MU Police Department and Bursar's Office of the approved scheduled dates and times for the surplus property sale of technology equipment;
4. Register all prospective bidders at the location of the sale;  
***Name and phone number must be legible to complete the transaction.***
  - Bidders will be assigned an individual number.
  - Bidders will be provided a bid sheet which must be completed and signed by the bidder.
  - A bidder registration master list will be maintained in the Banner Yard Sale Module.
5. Monitor the secure bid placement in the locked bid box;
6. At the close of the bidding process, open the bid box in the presence of two persons (Physical Plant Director or his designee and a Central Receiving staff member). The secured bids will be placed in an envelope, sealed, and delivered to the Office of Purchasing;
  - The total number of bids received will be listed on a sheet of paper and maintained in Central Receiving with a copy placed in the envelope.
  - A master list of participating bidders for each surplus property sale, providing printed name and pin number, will accompany submitted bids.
7. Receive from the Office of Purchasing an email containing the generated computer report of the winning bids;
8. Oversee merchandise pick-up by the winning bidder, matching the paid receipt to the merchandise.
9. Prepare a list of unclaimed merchandise and submit the list by e-mail to the Director of the Office of Purchasing or his designee and the Assistant Director of Purchasing for an additional round of notification to the bidder; and,
10. Receive a computer generated report or e-mail from the Office of Purchasing of the winning bidders on the additional round of notification.

▪ Computing Services shall:

1. Initiate and submit a request to Central Receiving for a date and space for the surplus property sale of technology equipment;
2. After receiving approval from Central Receiving to hold the surplus property sale of technology equipment, submit a request for the placement of the legal advertisement to the Office of Purchasing;
3. Supply the appropriate bidding documents for bidder solicitation to both Central Receiving and the Office of Purchasing;
4. Receive notification from the Office of Purchasing of the winning bids;
5. Have on-site the appropriate staff during the date/time of the surplus property sale and merchandise pick-up; and,
6. Retain ownership of any unsold technology merchandise.

▪ The MU Police Department shall:

1. Receive notification from Central Receiving indicating the time and location required for the surplus property sale; and,
2. Provide adequate on-site staffing during the scheduled date/time of the merchandise pick-up.

Approved by: \_\_\_\_\_

Senior Vice President, Finance & Administration