

PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

21.01.10.P0.01 Surplus or Salvage Property

Approved (August 08, 2011)

Next Scheduled Review (August 2012)

1. PURPOSE

- 1.1 This procedure establishes disposal methods for surplus or salvage property. The procedure is required by System Regulation 21.01.10, <http://policies.tamus.edu/21-01-10.pdf> *Surplus or Salvage Property*.

2. DEFINITIONS

- 2.1 **Surplus** - Any personal property which is in excess of the needs of any state agency and which is not required for its foreseeable need. Surplus property may be new or used but must have additional useful life.
- 2.2 **Salvage** – Any personal property which through use, time, or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.
- 2.3 **Scrap** – A piece of equipment is considered scrap if it does not work and is not usable in its original function. Unusable scrap equipment must be disposed of according to State of Texas and PVAMU regulations. It may not be used for private benefit. The Central Receiving and Warehouse will make the determination based on this definition once the property has been transferred to the warehouse for redistribution.
- 2.4 **Data processing equipment** – Per Government Code Section 2054.003 (3) (A) – Central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data terminal equipment, computer-based work processing systems, other than memory typewriters and equipment and systems for computer networks.

3. PROCEDURES

3.1 General:

- 3.1.1 Surplus or salvage property accumulated by Prairie View A&M University (PVAMU) will be held until such time that notice is provided that allows for the direct transfer of materials or equipment that can be used for instructional purposes at a public school, school district, or assistance organization designated by the school district, under terms agreeable to both PVAMU and the recipient.
- 3.1.2 By means of email, PVAMU will notify Waller and Hempstead school districts when surplus or salvage property that could be used for instructional purposes is available.

- 3.1.3 These school districts will be able to review the list of surplus instructional items by accessing www.pvamu.edu/warehouse/surplus on the PVAMU website. A prescribed three-day period to inspect items will be set, and the school districts can then claim, on a first-come, first-served basis, any item available. Items remaining after the three-day inspection period will be sold later at public auction.
- 3.1.4 If two or more schools, school districts, or assistance organizations seek to acquire the same property under substantially similar terms, preference must be given to low-performing schools, as determined by the Commissioner of Education, or to school districts with a taxable wealth per student entitling the district to an allotment of state funds under Subchapter f, Section 302, Chapter 43, Texas Education Code, or to the assistance organization designated by such a school district.
- 3.1.5 A department that determines that it has surplus property or salvage property shall complete and submit PVAMU transfer property forms to the University Asset Coordinator. Additionally, based on the condition of the property, the Asset Coordinator shall determine whether the property is:
 - 3.1.5.1 Surplus property that should be offered for transfer under §2175.125 of the Texas Government Code and Section 3 of this code (relating to Disposition of Surplus and Salvage property to the public by Competitive Bidding, Auction, or Direct Sale); or is
 - 3.1.5.2 Salvage property
- 3.1.6 The Asset Coordinator will make this determination and shall inform Central Receiving and Warehouse of its determination.
- 3.2 Data Processing equipment:
 - 3.2.1 Texas Administrative Code, Rule 202.78 requires the removal of data from data processing equipment such as printers, copiers, scanners, fax machines, and personal digital assistants and computers prior to sale or transfer.
 - 3.2.2 Not all of the above store data. If unsure as to data contained on equipment described at 3.2.1, departments should contact the Information Security Officer at x2126 before proceeding.
 - 3.2.3 All surplus/salvage data processing equipment that is not transferred to a public school, public school district, or assistance organization specified by the school district, or disposed of under another law, must be transferred to Texas Correctional Industries (TCI) Texas Department of Criminal Justice without reimbursement. TCI has the right to refuse this equipment.
- 3.3 Surplus Property without a Useful Life:
 - 3.3.1 Per State Property Accounting (SPA) Policy, for property to be considered surplus, it must have additional useful life. Thus, if

equipment is damaged, it can be destroyed by the appropriate surplus member, without being advertised.

Contact Office: Physical Plant Business Manager, 936-261-3875