

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



21.01.10.P0.01 Surplus or Salvage Property

Approved August 8, 2011

Revised December 11, 2014

Next Scheduled Review: December 2019

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish procedures for the disposal methods of Prairie View A&M University (PVAMU) surplus or salvage property in accordance with System Regulation [21.01.10 Surplus or Salvage Property](#).

Definitions

Surplus – 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.

Data Processing Equipment – Per [Tex. Gov't Code § 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.

Official Procedures and Responsibilities

1. PROCEDURES

- 1.1 Surplus or salvage property accumulated by 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 a school district, under terms agreeable to both PVAMU and the recipient.
- 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.
- 1.3 These school districts will be able to view the list of surplus instructional items by accessing the [View Surplus Property](#) webpage. 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.

- 1.4 If two or more public 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 [Texas Education Code Section 42.302](#), or to the assistance organization designated by such a school district.
- 1.5 When a department determines that it has surplus property, it must complete a [Property Transfer Form](#) and forward it to the Office of Fixed Assets for approval. Based on the condition of the property, the Office of Fixed Assets will determine whether the property is surplus.
- 1.6 Once a determination has been made, the Office of Fixed Assets will notify the Central Receiving Warehouse of its determination.

2. DATA PROCESSING EQUIPMENT:

- 2.1 [Texas Administrative Code Title I Section 202.78](#) requires the removal of data from data processing equipment such as printers, copiers, scanners, fax machines, personal digital assistants and computers prior to sale or transfer.
- 2.2 Not all of the equipment listed in Section 2.1 above store data. If unsure as to data contained on equipment, departments should contact the Information Security Officer before proceeding.
- 2.3 All surplus/salvage data processing equipment that is not transferred to a public school, school district, or assistance organization specified by a 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. SURPLUS PROPERTY WITHOUT A USEFUL LIFE:

- 3.1 Per the [State Property Accounting \(SPA\) Process User's Guide](#), 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.

Related Statutes, Policies, Regulations and Rules

[System Regulation 21.01.10 Surplus or Salvage Property](#)

[Tex. Gov't Code § 2054.003\(3\)\(A\)](#)

[Texas Administrative Code Title I Section 202.78](#)

[Texas Education Code Section 42.302](#)

[State Property Accounting \(SPA\) Process User's Guide](#)

Forms

[Property Transfer Form](#)

Contact Office

Office of Fixed Assets 936-261-1916
