Policy
The purpose of this policy is to ensure compliance with the Department of Administration “PRO-416 Surplus Property Disposal” policy. This policy requires that all surplus property be repurposed, sold, or donated through the UW-River Falls Surplus Property program. Departments are not able to sell items on their own through their own channels. They must go through the Surplus Property Program.

Authority
The University responsibility for this policy lies with the Vice Chancellor of Business and Finance.

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Surplus Property Manager may determine that certain situations or circumstances require exceptions to this policy in order to best serve the interests of the University.

The Vice Chancellor for Business and Finance is responsible for the administration of this policy, with consultation from Facilities Management. To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, or civil or criminal prosecution.

Procedure
1. Departments are able to repurpose surplus material within their divisions as needed. Submit a work order to Facilities Management to get materials moved if assistance is needed. Per “AP-01-102 Chargeback of Facilities Management Services”, the requesting department will be responsible for any labor costs associated with the request.
2. Departments that have items to sell should visit https://www.uwrf.edu/Sustainability/SurplusPropertyProgram/ for information on how to declare an item “surplus”. The Surplus Property manager can meet with the department representative to discuss the various options and requirements for selling items and/or donating items within the guidelines of the Department of Administration “PRO-416 Surplus Property Program” policy.
   a. There is no cost for departments to send items to surplus.
   b. The Surplus Property Program will try to repurpose items in good condition back to other
campus departments prior to trying to sell items. Departments, including both GRP and PR, sending the items to surplus will not receive any revenue for items repurposed on campus. The department receiving the items will be responsible for covering the cost of the labor to move the items.

c. GPR departments will not receive revenue for furniture and other standard items sold through the surplus program.

d. Departments selling specialty items such as vehicles, lab equipment, program specific items, etc. are possibly eligible to receive funding from the sale of the items. PR departments and departments with specialty items can receive apportion if the revenue of items sold through the Surplus Property Program if they provide the required documentation, information, and support. The Surplus Property Manager will be able to provide what is needed as the format of the sale as in person or through an online auction may have different requirements.

- Departments will receive 70% of the revenue for any individual items that sell for under $5,000. They will receive 80% of the revenue for any individual items sold for $5,000 and above.

e. Items that are not sold will be made available to local non-profits as outlined in the Department of Administration “PRO-416 Surplus Property Disposal” policy.

University Responsibilities
Vice Chancellor for Business and Finance

Department/Unit Responsibilities
Chief Facilities Officer

Background

1. UW-System Policies – This policy is based on and is consistent with “PRO-416 Surplus Property Disposal”.

Contact
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.