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 Finance and Administration. 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 GPR 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. PR departments and those selling specialty items such as vehicles, lab equipment, program specific items, etc. may be eligible for a 70% reimbursement of the surplus sale revenue. Reimbursements are contingent upon the assistance of the home department manager providing required documentation, information and support to the Surplus Property Manager whether the sale is in person or through an online auction, which have varying requirements.

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 Finance and Administration

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.