

# Board of Trustees of the Nebraska State Colleges

## Business and Finance

POLICY  
NAME: Surplus Property

POLICY  
NUMBER: 6014

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### A. PURPOSE

To provide for the proper handling of surplus tangible personal property.

### B. DEFINITIONS

1. **Tangible Personal Property** – Property exclusive of land and buildings that is movable, including equipment, furnishings, vehicles, appliances, electronics, scientific or academic instruments and other physical property.
2. **Surplus Property** - Usable or unusable tangible personal property, which has been declared excess or surplus to the needs of the College or System Office.

### C. POLICY

#### 1. **Surplus Property**

Tangible personal property that is deemed to be surplus property by a College or the System Office can be transferred, sold, traded or destroyed depending on the situation.

##### 1.1. Authorization

The transfer, sale, trade or disposal of property for any College must be approved by the President, the Vice President for Administration and Finance, or Comptroller. The transfer, sale or disposal of property for the System Office must be approved by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

##### 1.2. Transferred Between Departments, College or System Office

Tangible personal property that is no longer needed by a department of the College shall first be made available to other departments at the College. Surplus items will be deemed to have no value when they are transferred between departments, therefore the selling of items between departments will be prohibited. If no other College department is interested in the surplus property, the property should be offered first to

the other Colleges and the System Office. Any surplus property from the System Office will be first offered to the Colleges.

### 1.3. Sale or Trade of Surplus Property

If the other Colleges or System Office are not interested in surplus property, then the items may be sold or traded. Revenues from the sale of surplus property, less standard commission/sales costs, will be deposited in the appropriate funds, as directed by the President, Vice President for Administration and Finance, Chancellor or Vice Chancellor for Finance, as appropriate. All items will be sold "as is" with no return and/or refund.

- Sale by publicly advertised auction – Surplus property may be sold at auction if the auction is advertised in local/area newspapers and a minimum of fifteen (15) calendar days shall have elapsed between the time formal bids are advertised or called for and the time of their opening. All sales shall adhere to approved cash handling procedures.
- Sale by fixed price – Surplus property may be sold by fixed price if the price can be reasonably estimated. Surplus property sold by fixed price should have the method of determining the fixed price on file for review by interested parties. College or System Office employees are not eligible to purchase surplus items by fixed price. All sales shall adhere to approved cash handling procedures.
- Sale by negotiated price – Surplus items may be sold by negotiated price if a fixed price cannot be reasonably determined. A record of the negotiation should be kept on file for review by interested parties. College or System Office employees are not eligible to purchase surplus property by negotiated price. All sales shall adhere to approved cash handling procedures.
- Sale by sealed bids – Surplus property may be sold by sealed bids if the bidding process is advertised in local/area newspapers and a minimum of fifteen (15) calendar days shall have elapsed between the time formal bids are advertised or called for and the time of their opening. Receipt of three sealed bids is preferred. If advertising protocol is followed and less than three bids are received, the College may accept less than three.
- Sale by On-Line Auction – Items may be sold by posting items to school websites, social media or online auction houses when deemed appropriate, with appropriate internal controls. The on-line auction process should be reviewed and approved by the Chancellor.
- Trade-In – Surplus items that are to be traded-in, do not have to be offered to the other Colleges or System Office. Items cannot be traded prior to the appropriate approvals required within this policy.

#### 1.4. Disposal of Personal Property

- If a surplus item is not sellable or is unusable, the item may be disposed of by recycling the item or transferring the item to the local waste disposal facility. Whenever practical, the unusable item will be recycled. Recycling is appropriate for metal items and electronic waste.
- Hard drives shall be erased or destroyed on all computers declared surplus.
- Hazardous waste shall be dealt with according to all applicable laws and regulations.
- All labeling that identifies the College or State of Nebraska must be removed.

#### 1.5. Surplus Firearms

Surplus firearms must be turned over to the Nebraska State Patrol or other local law enforcement agency.

#### 1.6. Inventory

Any inventoried item which has been determined to be surplus to the needs of the institution, must be removed from the inventory. Each institution shall develop written procedures to ensure that items sold, transferred or disposed of are identified and removed from inventory/cost records.

## **2. Exceptions to Surplus Property Disposal**

#### 2.1. Federal Property

Title to federally purchased property may be retained by the federally sponsored agency or vested in the College depending on the regulations of the agency and the requirements of the research project. Any federal requirements must be followed regarding any federally purchased property that is declared excess or surplus.

#### 2.2. Surplus Materials

Materials consumed in the day-to-day operation of the College are considered supplies and are not managed or accounted for as property or equipment and may not be designated as surplus property. However excess supplies may be disposed of in a similar manner to surplus property.

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**SOURCE:**

**Legal Reference:** Neb. Rev. Stat. §85-304 Board of trustees; powers and duties, enumerated.

**Policy Adopted:** March 1994

**Policy Revised:** November 1995, May 2001, July 2010, March 2011, April 2012, March 2013, January 2023