



The *Surplus Property Management Policy* for Radford University (University) establishes requirements and procedures for the reporting and management of surplus property, including but not limited to the sale, transfer, disposal, and/or recycling of such property.

This policy is applicable to all University divisions, departments, offices, and employees and all University property meeting the definition of surplus property regardless of the funding source.

_____ For the purposes of this policy, any tangible personal property owned by the University, either with or without value, excluding real property.

_____ The University's system of record for capitalized and controlled assets to meet federal, state, and university requirements.

_____ : The sale, transfer, scrap, discard, or any other means of disposing of assets.

_____ : The person designated by each department that is responsible for accurately monitoring all asset activity within that department. Equipment Liain

An appropriate email address must be included on each PU19 form submitted to ensure that a copy of the submitted form is received via email for filing in the departmental records. The submitted PU19 form along with documentation of the approval (see Sections 3.B.2. and 3.B.3.) must be retained by the department for three (3) years plus the current fiscal year for auditing purposes.

The IT equipment must remain in the department until picked up by ITS.

ITS staff will complete a Surplus Report (SU21 – Appendix C) and will contact the department to schedule a time to pick up the IT equipment.

All surplus property, except for IT equipment (see Section 3.D.9.), will be treated as a non-mandatory source of supply and will be made available for transfer to other University departments on a first-come, first-served basis.

Surplus property may be viewed by University departments during normal open viewing periods, or by scheduling an appointment with Surplus Osnuiu.004 Tc -0.004 Tw [(o) .3 ()198 (g a)7.4d)-0.2

Surplus Property Transfer form (SU25 – Appendix A), with written justification attached, for prior written approval by the Chief Financial Officer & Vice President for Finance and Administration.

Surplus property may also be authorized to be donated to the entities above with

[Surplus Report \(SU21\)](#) [Note: for illustrative purposes only – form is a two-part, hard copy form.]

[Code of Virginia, Title 2.2, Chapter 31](#), “State and Local Government Conflict of Interests Act”

[Code of Virginia, Title 23.1, Chapter 10 \(§ 23.1-1000 et seq.\)](#)

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