

PROPERTY

MGMT

MANUAL

DEPARTMENT PROPERTY MANUAL

TABLE OF CONTENTS

1.	Introduction.....	Page 4
	a. Property Rules	
	b. Financial Responsibility	
	c. Training	
2.	Property Use and Responsibility.....	Pages 5-6
	a. General Responsibilities	
	b. Specific Responsibilities	
	i. President	
	ii. Director of Purchasing & Inventory and Property Managers	
	iii. Department Head	
	iv. Designee	
	v. Responsible Party(ies)	
3.	Taking Property Off-Campus.....	Page 7
4.	Property Definitions and Tags	Pages 8-10
	a. Purchased and Donated Property	
	b. Property Definitions	
	i. Capital Equipment	
	ii. Controlled Equipment (SPA Defined)	
	iii. Controlled Equipment (University Defined)	
	c. Property Tags	
5.	Electronic Property Records.....	Page 11
6.	Adjustment of Property Records.....	Pages 12-13
	a. Building, Room and Responsible Party	
	b. Serial Number	
	c. Description	
	d. Responsible Party (30-day notification required)	
	e. Out-going Department Head (30-day notification required)	
	f. In-coming Department Head (30-day notification required)	
7.	Property Validation	Pages 14-15
	a. Monthly Transaction Statement	
	b. Spot-Check Audit	
	c. Annual Property Inventory Audit	
	d. Computer Inventory	
8.	Missing and Stolen Property.....	Page 16-20
	a. Missing Property	
	b. Stolen Property	
	c. Negligence	

DEPARTMENT PROPERTY MANUAL TABLE OF CONTENTS cont'd

9.	Salvage and Surplus Property	Pages 21-23
	a. Salvage Property	
	b. Surplus Property	
	i. Trade-In Toward the Purchase of New Property	
	ii. Transfer Property to Another Department	
	iii. Transfer Property to Surplus Storage	
10.	Property Disposal	Pages 24-25
	a. Declare Property Salvage	
	b. Re-use on Campus	
	c. Sell or Donate to a State or Federal Agency	
	d. Sell or Donate to a Public School, School District, or Political Subdivision	
	e. Sell or Donate to an Assistance Organization	
	f. Donate data processing equipment to a public or private hospital located in a rural county	
	g. Transfer to Texas Department of Criminal Justice – Data Processing Equipment only.	
	h. Public Sale	
	i. Sell or Donate to a Private Non-Profit Entity	
	j. Discard	
11.	Forms	Page 26
	Property Transfer Form	
	Salvage Property Request	
	Removal of Property from Campus Request	
	Certification of Physical Inventory with a Change in Department Head	
	Responsible Party Termination/Transfer Certification of Property Inventory	
	Missing, Damaged or Stolen Property Report	
12.	Training	Page 26
13.	Procurement and Property Web-Site	Page 26
14.	Policies	Page 26
	Policy C-42 Property Inventory and Management	
	Policy B-34 Property Liability	
15.	Customer Service Contacts	Page 26
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INTRODUCTION

Property Rules

- Government Code 403.271-278
- Government Code 2054.003(3)(A)
- Government Code 2203.004
- Government Code 2175
- State Property Accounting (SPA) Process User's Guide
- University Policy C-42 Property Inventory and Management
- University Policy B-34 Property Liability

Financial Responsibility



NOTE: All references to financial responsibility in this document are inherently understood to apply when employee negligence is involved.

Training

EFFECTIVE OCTOBER 19, 2006

- ✓ **Mandatory training required for:**
 - Department Heads
 - Designees
 - Responsible Parties
- ✓ **Refresher updates required every 2 years for:**
 - Department Heads
 - Designees
 - Responsible Parties

The Property Managers will accommodate special needs and special training times as needed or desired.

No prior training will be considered in lieu of this training requirement.

PROPERTY USE and RESPONSIBILITY

General Responsibilities



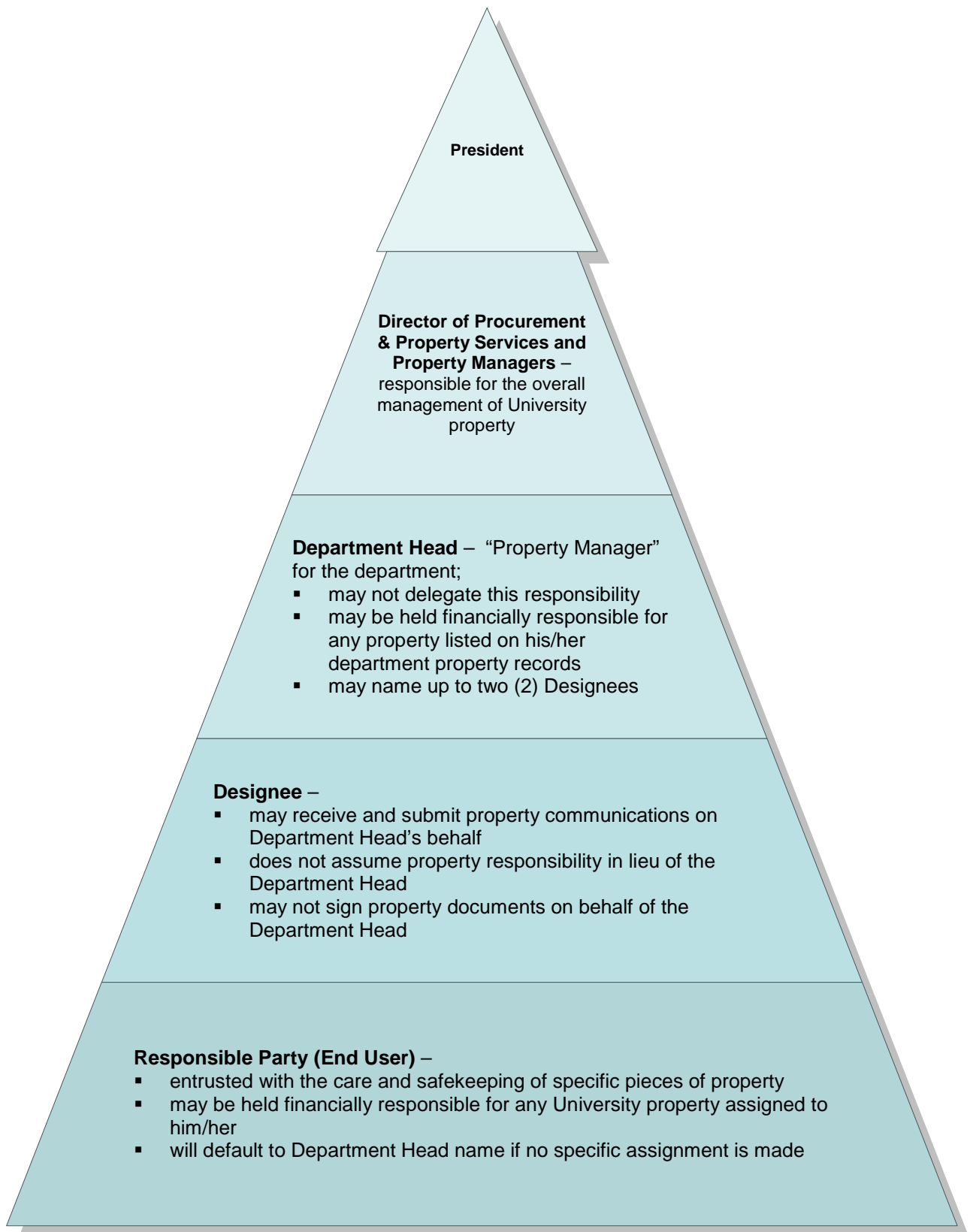
The Property Liability Policy provided at new employee orientation advises the employee that he/she will be held financially responsible for any property determined to be damaged, destroyed, missing, or stolen due to employee negligence.

University property is to be used only for State/University purposes, and may be taken off-campus only for official business of the University or another State Agency.

University property may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the Property Manager.

The President must approve, in writing, the loan of property to another State Agency or Institution of Higher Education, and receipt of the property must be acknowledged in writing by the head of the borrowing agency.

Specific Responsibilities

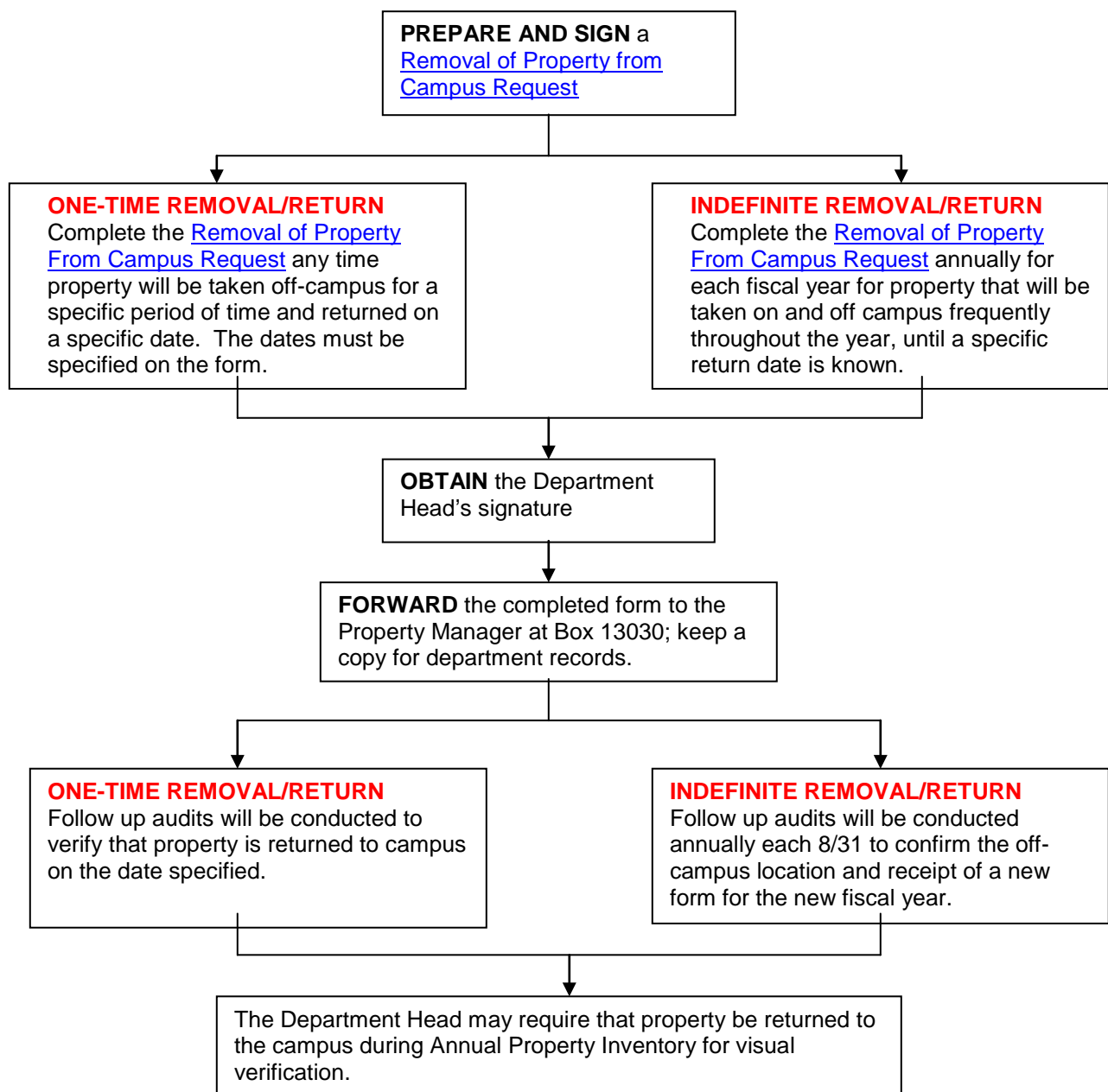


TAKING PROPERTY OFF-CAMPUS



The employee taking property off-campus will be listed as the Responsible Party and assumes financial responsibility for the property, up to the full value shown on property records.

BEFORE TAKING PROPERTY OFF-CAMPUS:



PROPERTY DEFINITIONS and TAGS

Purchased and Donated Property

PURCHASED PROPERTY

Purchased property to be added to property records will be identified via the Purchase Order, or the PCard transaction detail if the purchase is approved by the PCard Administrator.

DONATED PROPERTY

The department is responsible to notify the Property Manager of any donations. The value of donated property will be its fair market value at the time of donation.

Purchased and Donated property must be tagged, added to property records and tracked if it meets any of the following property definitions.

Property Definitions

CAPITAL EQUIPMENT (SPA defined)

- cost of \$5000 or more
- non-consumable
- useful life of 1 year or more
- independently functional
- not attached to a permanent structure
- includes livestock

CONTROLLED EQUIPMENT (SPA defined)

- cost of \$500 to \$4999.99
- specifically
 - firearms (controlled from \$0 to \$4999.99)
 - historical treasures and works of arts (controlled from \$0 to \$4999.99)
 - stereo systems
 - cameras (digital & not digital)
 - TV, VCR, CD or DVD player, Camcorder (including digital), or any combination of these units
 - Data projectors
 - Microcomputers, servers and laptops
 - printers

CONTROLLED EQUIPMENT (University defined)

- cost of \$0 to \$4999.99
- specifically
 - microcomputers, servers and laptops
 - handheld computers
 - palm pilots
 - PDAs

- Additional items may be added to property records upon request; however, if one is added, all items of the same category must be added and defined by the University as "Controlled".
- If the Property Manager determines that adding the requested category is not feasible, a single item may still be tagged in an effort to provide visual security.

Property Tags



Generally, property will be delivered already tagged or Property Office personnel will tag in the departments. Tags will be one of the styles shown on the left depending on the size of the item and whether it is primarily metal or not.

BUT WHAT IF:

Property cannot be tagged (software, interference with use, etc.):

- ✓ a copy of the purchase order and the property tag must be maintained by the department for property validation during the Annual Property Inventory Audit.

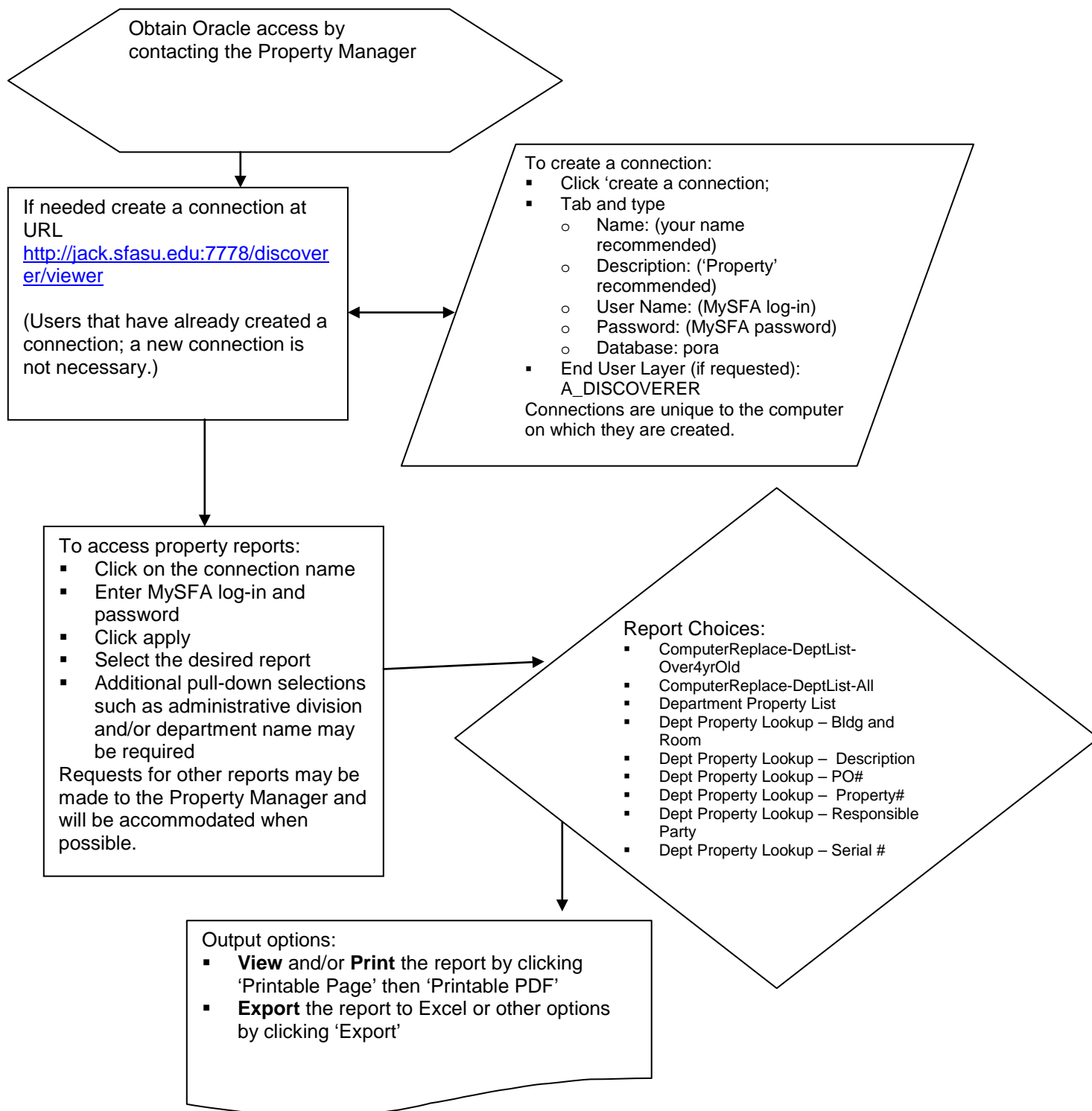
The property tag is missing:

- ✓ notify the Property Manager immediately;
- ✓ a duplicate tag will be prepared;
- ✓ Property Office personnel will tag as soon as possible, or will mail the tag to the department to attach to the property.

Property has been replaced rather than repaired:

- ✓ record the property number and serial number BEFORE the property is returned to the vendor;
- ✓ Contact the property manager for a duplicate tag when replacement property is received;
- ✓ Property Office personnel will tag as soon as possible, or will mail the tag to the department to attach to the property.

ELECTRONIC PROPERTY RECORDS



Contact the Property Manager if you have any questions or need assistance. Requests for other reports may be made and will be accommodated when possible.

ADJUSTMENT OF PROPERTY RECORDS



Building, Room & Responsible Party

Building, room & responsible party is to be updated anytime the permanent location and/or responsible party of property changes.

- Email the Property Manager
 - property number(s)
 - updated building and room information
 - responsible party



Serial Number

Serial numbers will only be changed when it is determined that an error was made in the original entry or that original property has been returned to the company and replaced.


- Email the Property Manager
 - property number(s)
 - updated serial number information
 - explanation of the need for the change



Description

Description will only be changed when it is determined that the property has not changed but that a more accurate description is needed, (can facilitate the Annual Property Inventory Audit and Annual Computer Inventory).

- Email the Property Manager
 - property number(s)
 - updated description information
 - an explanation of the need for the change




Responsible Party 30-day notification required

A PHYSICAL property inventory of the property assigned to a Responsible Party (End User) is required upon termination or transfer to another department

- a [Responsible Party Termination/Transfer Certification of Property Inventory](#) is to be completed **within 30 days of the transfer or termination**
- The same form may be used any time for Responsible Party changes that are not related to a transfer or termination.

Note:

- A current property list may be provided by the Property Manager or printed from Oracle Discoverer Reports.
- The [Responsible Party Termination/Transfer Certification of Property Inventory](#) form is available on the [SFA Business Forms web-site](#).




**Out-going Department Head
30-day notification
required**

All **out-going Department Heads (interim or permanent)** must account for each piece of property for which he/she is responsible by:

- completing a PHYSICAL property inventory within 30 days prior to the last day of service
- signing a [Certification of Physical Inventory With a Change In Department Head](#)
- submitting the property list and Certification to the Property Manager

Note:

- A current property list may be provided by the Property Manager or printed from Oracle Discoverer Reports.
- The [Certification of Physical Inventory With a Change In Department Head](#) form is available on the [SFA Business Forms web-site](#)



**In-coming Department Head
30-day notification
required**

All **in-coming Department Heads (interim or permanent)** must account for each piece of property for which he/she accepts responsibility by:

- completing a PHYSICAL property inventory within the first 30 days of service in the Department Head position
- signing a [Certification of Physical Inventory With a Change In Department Head](#)
- submitting the property list and Certification to the Property Manager.

Note:

- A current property list may be provided by the Property Manager or printed from Oracle Discoverer Reports.
- The [Certification of Physical Inventory With a Change In Department Head](#) form is available on the [SFA Business Forms web-site](#)

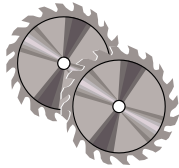
PROPERTY VALIDATION

Monthly Transaction Statement



- Additions to property records are provided monthly to each Department Head and his/her Designee(s).
- When received, confirm all additions and call or email the Property Manager with updates:
 - building
 - room number
 - serial number
 - Responsible Party

Spot-Check Audit



- The Property Manager or student workers will periodically perform spot-check audits of department property records to determine accuracy of:
 - property listed
 - location
 - serial number
 - existence of tag on the property
 - Responsible Party
- Spot-check audits may be performed on a department's complete property list or a random selection of property as determined by the Property Manager.

Annual Computer Inventory



In conjunction with the Annual Property Inventory Audit, departments must complete an Annual Computer Inventory to facilitate the purchase of campus-wide software licenses and annual analysis of computers for the University Computer Replacement Plan.

Usage codes are as follows site license are purchased based on computers identified as In Use or Spare (1-6).

1. In Use: Server
2. In Use: Lab
3. In Use: Desk
4. Spare: Server
5. Spare: Lab
6. Spare: Desk
7. Storage - to be sent to Computer Surplus
8. Surplus - already transferred to Surplus not reflected on inventory list.
9. Salvage - will be used for spare parts to repair other computers.
10. Historical - used to show students progression of the computer age.

Replacement Codes: I – Ineligible for HEF Replacement, E – Eligible for replacement, but no order placed, N - Will never be replaced, X – Replacement Cycle Complete, R – Replaced with department funds, XP – Replaced Provost approval to keep with IT support.

Annual Property Inventory Audit



- Each department is required to take a physical inventory of the property assigned to it once per year.
- The Property Office will notify the Department Head and his/her Designee(s) when:
 - the Property Office will come to scan their property

Annual Property Inventory Audit (cont'd)

- Important aspects of the Annual Property Inventory include:
 - property is to be visually scanned or viewed;
 - the official property report must be checked, marked, or otherwise noted confirming
 - existence of the property
 - location of the property
 - Responsible Party
 - any other requirements included in the instructions
 - Property not located must be documented with an explanation as to the last known information regarding its location; i.e., transferred, traded-in, etc. A [Missing, Damaged or Stolen Property Report](#) may be required.
- After the inventory has been taken, the Department Head must
 - sign the Annual Property Inventory Audit Receipt
 - return the Audit Receipt and official property report to the Property Office **by 5:00pm of the deadline date provided in the instructions.**

REPORTS IN CAMPUS MAIL WILL NOT BE CONSIDERED RECEIVED.

IMPORTANT * IMPORTANT *** IMPORTANT *** IMPORTANT *** IMPORTANT**

- **FAILURE TO MEET 1ST DEADLINE**
 - ✓ A second deadline will be provided by the Property Manager;
 - ✓ All ordering, including PCards, will be shut down until the official property report and Audit Receipt are received in the Property Manager's office;
 - ✓ Notice of the action taken will be reported to the Department Head, Dean, Vice President, President and Audit Services.

IMPORTANT * IMPORTANT *** IMPORTANT *** IMPORTANT *** IMPORTANT**

- **FAILURE TO MEET 2ND DEADLINE:**
 - ✓ Minimum information of department name, department head and property values will be reported to the Board of Regents at the next regularly scheduled meeting;
 - ✓ Notice of the pending report to the Board will be provided to the Department Head, Dean, Vice President, President and Audit Services;
 - ✓ All ordering will remain shut down until the official property report and Audit Receipt are received.

MISSING AND STOLEN PROPERTY

Missing Property

MISSING PROPERTY is any University property that has disappeared with no explanation.

- Missing Property must be reported IMMEDIATELY to the Property Manager.
- If a diligent search confirms the missing property and no evidence of theft, a [Missing, Damaged or Stolen Property Report](#) must be completed in detail and signed by the department head within 24 hours of the initial report to the Property Manager.
- The Department Head shall make an initial determination of whether negligence was involved in the loss of the property and indicate such on the [Missing, Damaged or Stolen Property Report](#).
- Failure to report missing property in a timely manner or to complete and return the [Missing, Damaged or Stolen Property Report](#) within 24 hours maybe construed as negligence.
- Missing property will remain on the department's property records for a period of two (2) years during which a diligent search must continue in an attempt to locate the property.

Missing Property will be reported as follows:

Computers

- Director of ITS
 - Audit Services
 - Vice President of the division
- If negligence, also
- Vice President for Fin & Admin
 - Director of Procurement & Property Services

Other without Negligence

- None

Other with Negligence

- Audit Services
- State Attorney General
- Vice President of the division
- Vice President for Fin & Admin
- Director of Procurement



Any appropriations withheld from the University due to exceeding the allowed value threshold of missing property will be deducted from the budget of the department(s) responsible for the property. The acceptable ratio is 1% of the University's Assets GA Act Article IX, section 12.04.

Stolen Property

STOLEN PROPERTY is any University property that has disappeared by known theft, whether by forced removal, burglary, theft by employee, or other criminal act.

- Stolen property must be reported IMMEDIATELY to the Property Manager in conjunction with IMMEDIATELY filing a stolen report with the University Police Department.
- A [Missing, Damaged or Stolen Property Report](#) must be completed in detail and signed by the Department Head within 24 hours of the initial report to the Property Manager.
- The Department Head shall make an initial determination of whether negligence was involved in the loss of the property and indicate such on the [Missing, Damaged or Stolen Property Report](#).
- Failure to report stolen property to the Property Manager and/or UPD in a timely manner or to complete and return the [Missing, Damaged or Stolen Property Report](#) within 24 hours maybe construed as negligence.

Stolen Property will be reported as follows:

Computers

- Director of ITS
 - Audit Services
 - Vice President of the division
- If negligence, also
- Vice President for Fin & Admin
 - Director of Procurement

Other without Negligence

- Audit Services
- State Attorney General

Other with Negligence

- Audit Services
- State Attorney General
- Vice President of the division
- Vice President for Fin & Admin
- Director of Procurement

Negligence



NEGLIGENCE

The President, Director of Procurement and Property Services, Property Managers, Department Head, or Responsible Party will be held financially responsible for damaged, destroyed, missing or stolen property if negligence is determined. Financial responsibility may apply to more than one person given the circumstances of each instance of loss.

Negligence is defined as:

- failure to exercise reasonable care and safekeeping of University property, resulting in its disappearance or theft;
- failure to exercise reasonable care to maintain and service property, resulting in deterioration of the property;
- evidence that property has been damaged or destroyed as a result of an intentional wrongful act or a negligent act.

******* TAKE SPECIAL NOTE *******

If property is left in an unlocked vehicle and ultimately stolen, the employee WILL BE FOUND 100% negligent.

If the property is left in a locked vehicle and ultimately stolen, the employee WILL BE FOUND 100% negligent UNLESS the property was hidden under the seat, covered in some way, or placed in the trunk.

Negligence (cont'd)

When the Property Manager has reasonable cause to believe that negligence is involved in the loss of property, the Property Manager will conduct an investigation.

If the investigation confirms negligence, the following individuals will be notified:

- SFA Audit Services
- State Attorney General
- Vice President for the Division
- Vice President for Finance and Administration
- Director of Procurement

While the loss is pending with the AG's office, SFA will determine the value of the property and give the negligent employee(s) an opportunity to provide a Replacement or Reimbursement to the University.

The Attorney General's Office may accept the action taken in the previous step and close the case or investigate and make a final determination of negligence – which may be greater or less than that determined by SFA.

If the negligent employee(s) do not provide a Replacement or Reimbursement to the University, and negligence is determined, OR if the State Attorney General determines a greater negligence, the State Attorney General will make a written demand for reimbursement to the State.



The Property Manager in consultation with the Department Head will determine whether Replacement of property or Reimbursement of funds best meets the needs of the University.

Negligence (cont'd)

The Property Manager will determine the value of the loss to the University by considering two factors:

Value of the Property – the value of the property may be considered using any or all of the following information:

- Fully depreciated value of \$0
- Fair market value
- Original purchase value

Value to SFA – even though property may have been fully depreciated, its value to the University may be considered to the extent it was used on a regular basis. This value may be determined in consultation with department representatives and Internal Audit Services.

REPLACEMENT – If Replacement is elected, the employee(s) must purchase property that is equal to or better in specification than the missing or stolen property. The Department head or designee must confirm in writing that the Replacement property is in the possession of the University and that it is equal or better than the original property. A copy of the specifications should be submitted along with the confirmation. Upon receipt of the confirmation and specifications, the Property Manager will prepare a tag to be affixed to the Replacement property.

REIMBURSEMENT – If Reimbursement is elected, the employee(s) must submit to the Property Manager payment for the property, or a copy of the deposit receipt documenting the Reimbursement to the University. The Property Manager will file the deposit receipt with documentation supporting the Reimbursement.

The department may elect to purchase Replacement property that exceeds the specifications of the old. If this is preferred, pricing for specifications equivalent to the lost property should be determined, and submitted to the Property Manager along with a copy of the deposit receipt documenting the Reimbursement by the employee(s). The department can then complete their procurement following standard procedures.

NOTE: The State Attorney General may make an additional demand for Reimbursement based upon their assessment of value.

SALVAGE AND SURPLUS PROPERTY

Salvage Property

PROPERTY DECLARED SALVAGE

***Salvage Property has
no additional life.***

It is useless to the University because through use, time or accident the property is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

Four key things to know about Salvage Property:

- It may be discarded, or retained for cannibalization of parts;
- Data processing equipment CAN NEVER BE DECLARED SALVAGE; it must be declared Surplus, transferred to Surplus Storage at SRC, and made available for re-use on campus or transferred to the Texas Department of Corrections. (Talk to the Property Manager for information on removing parts; memory, etc., for re-use on other property.)
- Appropriate documentation and Property Manager Approval can be obtained by completing a [Salvage Property Request](#) which can be found on the [SFA Business Forms web-site](#);

Surplus Property

Options for Surplus Property:

- Trade-in toward the purchase of new property;
- Transfer property to another department;
- Transfer property to Surplus Storage;

Detailed instructions follow.

PROPERTY DECLARED SURPLUS

***Surplus Property has
additional life.***

It may be new or used, and the department currently in possession of the property no longer has a need for it.

Trade-In Toward the Purchase of New Property

- Trade-ins must be included in solicitations and/or negotiations prior to issuing a purchase order or contract, not added after completion of the purchase process.
- A complete description of the item(s) to be traded in including the property number, age, serial number or VIN, and condition should be shown on the requisition for the purchase of new equipment.
- Before an item is relinquished, the inventory tag must be removed and sent to the Property Office.

Transfer Property to Another Department

- Property may be transferred from one department to another by completing a [Property Transfer Form \(PTF\)](#).
- After the property is transferred and both Department Heads sign, submit the [PTF](#) to the Property Manager.
- Each department should retain a copy of the [PTF](#).
- The Property Manager can assist departments by advertising the availability of property to the campus through the Surplus MailList.
- Any IDT charges between departments are the responsibility of the transferring department.

Departments are encouraged to sign up on the Surplus MailList to be notified of available surplus property.

Send a message to:
MAILSERV@TITAN.SFASU.EDU

The body of the message should read only:
**SUBSCRIBE
SURPLUS-LIST**

Leave the subject line blank.

Transfer Property to Surplus Storage

Any property, whether inventoried or not, that is no longer needed by a department must be transferred to Surplus Storage if not declared salvage, traded in, or transferred to another department.

- The Property Manager must be contacted before any equipment is brought to Surplus Storage.
- The department is to complete Section 1 of the [PTF](#) and forward with the property to the appropriate Surplus Storage Location.
- Data Processing Equipment and software must be listed on a [PTF](#) by itself. The Department is responsible to remove all information from storage devices before transferring the property.
- The department should retain a copy of the [PTF](#).

The property delivered to Surplus Storage must match the [PTF](#), or it may be rejected.

The department is responsible to make arrangements for property to be delivered to Surplus Storage. Physical Plant Special Services is available to pick-up and deliver property for a fee; call x5107 for more information or to make arrangements.

Surplus Storage Locations:

Purchasing Building

- Monday & Tuesday
8am – 5pm
- Wednesday
8am – 12 noon
- No data processing equipment

Science Research Center (SRC)

- Monday
1:30pm – 4:30pm
- Data processing equipment and software only

PROPERTY DISPOSAL

Once property has been turned over to Surplus Storage, the Property Manager may take the following actions in order to re-use, donate, sell or dispose of surplus property. The actions listed are shown in the order in which they must take place.

Declare Property Salvage

The Property Manager may determine that surplus property has no additional life and declare it salvage.

Re-Use on Campus

Property in Surplus Storage is available, without cost, for transfer to those departments in need of such property.

- Availability is on a first-come, first-served basis.
- The Property Manager will advertise the availability of surplus property to the campus at least one to two weeks before a scheduled surplus sale.
- The department is responsible to make arrangements for the property to be picked up from the Surplus Storage area. Physical Plant Special Services is available to pick-up and deliver property for a fee. Call x5107 for more information or to make arrangements.

The department must complete a [PTF](#) and bring to Surplus Storage or forward to the Property Manager before the property is picked up. The Department Head must sign Section II accepting responsibility for the property.

Sell or Donate to a State or Federal Agency

Surplus Property may be donated or sold to any Texas State Agency, Texas Institution of Higher Education, or any Federal Agency.

Sell or Donate to a Public School, School District, or Political Subdivision

Surplus property defined as instructional material may be donated or sold to a public school, school district, or political subdivision via direct contact or after advertising on the [Texas Higher Education Coordinating Board website](#).

- Instructional material is defined as athletic equipment, audio-visual equipment, computers, desk, chairs, tables, other furniture, laboratory equipment, library materials, musical equipment and other instructional equipment.

Sell or Donate to an Assistance Organization

Surplus property may be donated or sold to an assistance organization that is classified as a 501C3 organization and listed on the [IRS web-site](#).

Sell or Donate data processing equipment to a public or private hospital in a rural county

Data processing equipment may be donated to a public or private hospital in a rural county.

Transfer to Texas Department of Criminal Justice – Data Processing Equipment Only

Surplus data processing equipment that remains after the above steps have been taken, must be sent to the Texas Department of Corrections (TDC) to repair, refurbish, rebuild and resell, or recycle.

- Data processing equipment is defined as central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data storage devices, document scanners, data entry equipment, terminal controllers, data terminal equipment, computer-based word processing systems other than memory typewriters, and equipment and systems for computer networks.
- As an additional security measure, hard drives are removed from all computers and destroyed before donation or transfer to TDCJ.

The Department is responsible to initially remove all information from storage devices before transferring the property to surplus or another department. Internal hard drives will be removed from all computers before they are donated or transferred to TDCJ, and the property number will be written on the hard drives, which will then be forwarded to ITS to be degaussed and destroyed. External hard drives turned in to surplus will be forwarded to ITS to be degaussed and destroyed. Department tech support employees shall insure that any "loose hard drives" (hard drives not installed in a computer) or any external hard drives in their departments are turned in to ITS to be degaussed and/or destroyed.

Public Sale

Surplus Property that is not disposed of by one of the previous methods will be sold in a public sale.

- The Property Manager sets the purchase price of the items with review by the Director of Purchasing and Inventory.
- Sale dates and times, and items available are listed on the Purchasing and Inventory web-site, [Notice of Public Sale](#).
- Surplus Property may be viewed Monday through Wednesday from 8am to 5pm.

After an item has been included in an advertised public sale, the Property Manager may sell it upon request to anyone making an offer.

Sell or Donate to a Private Non-Profit Entity

Surplus property that is not sold in a public sale may be donated to a private non-profit entity.

- Arrangements must be made with the Property Manager for pick-up of the property from SFA.
- A letter of donation must be received from the accepting entity for audit purposes.



Discard

Due to limited storage space, the Property Manager may discard any property or supplies that have not been disposed of by one of the above methods.

FORMS

[Property Transfer Form](#)

[Salvage Property Request](#)

[Removal of Property from Campus Request](#)

[Certification of Physical Inventory With a Change in Department Head](#)

[Responsible Party Termination/Transfer Certification of Property Inventory](#)

[Missing, Damaged or Stolen Property Report](#)

TRAINING

[PROCUREMENT AND PROPERTY WEB-SITE](#)

POLICIES

[Policy C-42 Property Inventory and Management](#)

[Policy B-34 Property Liability](#)

CUSTOMER SERVICE CONTACTS

Director of Procurement & Property	Diana Boubel	<u>dboubel@sfasu.edu</u>	ext.4037
Property Manager (Surplus)	Betty Christian	<u>bchristian@sfasu.edu</u>	ext. 4412
Property Manager (Records)	Ann Foster	<u>afoster@sfasu.edu</u>	ext. 4618