
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services

AREA: Controller

Transfer & Disposal of Surplus Property
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MAPP 05.03.08

I. POLICY

- A. Lamar University (LU) manages the transfer and disposal of surplus property in an orderly and efficient manner through its Office of Property Management (Property Management).

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas Government Code, Title 10, Subtitle D, Chapter 2175 "Surplus and Salvage Property"; the Texas State University System (TSUS) Rules and Regulations; and other applicable state and federal laws and statutes governing surplus property.

III. DEFINITION

- A. Under the Texas Government Code, "**surplus property** means personal property that exceeds a state agency's needs and is not required for the agency's foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose" (§ 2175.001).

IV. ROLES AND AUTHORITY

- A. The LU Property Coordinator is designated the state's Property Manager for the University. By state law, a state organization's Property Manager is the only person who can sell or dispose of state property if it has any value. No other person, even if acting in good faith, may dispose of or sell property.

V. PROCEDURES

- A. All University surplus property will be disposed of through the LU Office of Property Management, under the direction of the LU Property Coordinator.
- B. Each department's Property Custodian is responsible for promptly identifying and reporting to the Property Coordinator any excess property under the department's control. Once reported, the Property Coordinator will enlist the help of LU's Shipping and Receiving

personnel to transfer the property to the University’s designated surplus property building. Once the surplus property is moved, it will be removed from the requesting department’s inventory and transferred to surplus inventory.

- C. The surplus property may be transferred to public schools, school districts, or state agencies or sold at a public auction or through sealed bids. The state’s surplus rules require competitive bidding in the disposition of surplus property if it is not transferred to another state entity.
- D. A department that needs surplussed equipment or property may submit an Equipment Transfer Request to Property Management.
- E. Surplus computers will be sanitized in a way intended to make data recovery impossible. Surplus computers and computer equipment are palletized and sent to the Texas Department of Criminal Justice unless otherwise specified.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Jeremy C. Alltop	09/22/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	09/29/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	07/07/2021	Version created.
	09/29/2021	Version approved by President.