

Surplus Property Policy and Procedures

Surplus is a part of the Asset Management group within Business Center North (BCN) Purchasing Department. All items purchased through Grant, State, Gift, Donation or acquired by any other means are property of the Nevada System of Higher Education (NSHE) and must follow these policies for disposal. The Surplus unit is responsible for the disposal, re-distribution, and/or sale of used equipment/property that BCN institutions no longer use. In accord with laws and regulations, sales of equipment/property are handled through public auctions or public sales. Proper forms and/or processes through AssetWorks must be completed, all electronic data must be erased, and all environmental health and safety policies and procedures associated with the disposal must be complied with prior to the equipment being surplus. The Surplus unit receives no operating funds. All salaries, benefits, operational, storage-warehousing, marketing and sales costs are covered by the funds retained from the sale of surplus equipment.

1. Transferring to Surplus
 - a. All inventoried and non-inventoried equipment deemed to be no longer of use to the responsible department will be sent to surplus.
 - b. Departments will complete a transfer to surplus in AssetWorks. Surplus will be notified, and a work order will be generated.
 - c. AssetWorks will be the system of record for any and all surplus transactions.
2. Surplus Pickup
 - a. The surplus department does not dismantle property; property must be dismantled prior to pick up by the surplus department.
 - b. All Grant equipment must be approved through the Office of Sponsored Projects, or your institution's Grant & Contracts office.
 - c. All computer equipment must have hard drives removed (contact the IT helpdesk) prior to completing a surplus transfer.
 - d. The surplus department does not accept freezers or refrigerators.
 - e. All decals must be removed from vehicles prior to the surplus department pickup.
 - f. All gas cards removed from vehicles and returned to facilities prior to the surplus department pickup.
 - g. All trash removed from vehicles prior to the surplus department pickup.
 - h. All personal and departmental items removed from vehicles prior to the surplus department pickup.
3. Surplus Sales & Disposal
 - a. If the property is deemed by the surplus department to be worthless or a safety hazard, surplus will coordinate its disposal as refuse.
 - b. Equipment and furniture disposed of by one department but deemed to have some use left will first be made available to other departments within NSHE.
 - c. NSHE departments may avail themselves of this merchandise without cost.
 - d. Merchandise not claimed by NSHE departments and/or items deemed to be unacceptable for reuse within the NSHE will be disposed of through public sale or auction, sale to surplus or salvage dealers, disposal through non-profit (501(c)(3)) donation, or refuse.

GovDeals

GovDeals is the online auction company used to ensure bidding is open and competitive for surplus property. This is the only website that has been approved by the Nevada System of Higher Education, Board of Regents.

All grant funded equipment that is sold and requires reimbursement to the funding agency is the responsibility of the department to initiate payment.

The surplus department will complete the steps listed below (unless noted otherwise):

GovDeals - Online-Open & Competitive bidding:

1. Automatic bid number assigned
2. Assign opening date and time (minimum 2-week lead time)
3. Provide contact person and/or location of item(s) for viewing
4. List items for sale:
 - a. Description of item (make, model)
 - b. Mileage, hours, OHMS (for motorized equipment i.e. vehicles boats, ATV's etc.)
 - c. Features, condition, repair needed (provided by requesting department)
 - d. Minimum bid
 - i. Determined by the surplus department, Kelley Bluebook, current on-line auction prices, historical pricing information and/or salvage value (cost minus depreciation) in our financial system
 - ii. Current photos of item (if located within a 10-mile radius)
2. Advertising:

GovDeals will directly advertise to their clients
3. Close of auction:
 - a. GovDeals will process payment
 - b. Once payment is received, the surplus team will print the Bill of Sale, and collect signatures
 - c. Surplus personnel will contact buyer
 - d. Surplus personnel will make arrangements with buyer for pick up (release title if applicable)
 - e. Surplus personnel will update GovDeals when item (s) is picked up
 - f. GovDeals releases funds

Departments wishing to receive funds from the sale of assets-equipment must complete the following steps prior to and during the Gov Deals listing:

1. Inspect the equipment and complete all necessary paperwork
2. Photograph the equipment (minimum of 6 photos)
3. Reply to all emails and telephone calls from potential buyers
4. Show the asset to potential buyers that schedule an appointment
5. Coordinate with the winning bidder to arrange pick up

If all steps above are completed funds will be distributed as follows:

1. Proceeds from sales of less than \$2,500.00 will go toward offsetting Surplus costs of operations.
2. For sale amounts over \$2,500.00. 65% of the amount will be transferred to the account provided by the department. The remaining 35% will go toward offsetting Surplus costs of operations.