

BEST PRACTICES, Controller's Office - Property

Title: Web-Based Administration of Surplus Property # 13

Source: University of Virginia **Co Area:**

Addl Info: http://www.sacubo.org/sacubo_resources/best_practices/2004.html

Abstract: The University of Virginia's Procurement Services Department manages the disposition of all of the University's surplus property through its Surplus Property System. The Procurement Services staff recently completed a comprehensive redesign of the Surplus Property System so most of its functions can be administered through the web. The web-administered Surplus Property System has been beneficial to University departments because they can now surplus items more quickly and maintain records and documentation more easily. The new system is also beneficial to the Surplus Property Program because the time, resources, and administrative costs required to manage the system have been significantly reduced. The redesign of the University's Surplus Property System is an important contribution to the overall goal of saving money for the University by streamlining administrative processes.

Title: Web-Based Administration of Surplus Property # 215

Source: Cal State - San Luis Obispo **Co Area:** IRM

Addl Info: <http://www.calstate.edu/QI/qishowcase/projects/SLO/slosscs.shtml>

Abstract: The Cal Poly San Luis Obispo Facility Services Recycling staff recognized that the majority of computers that were surplus property were not being used to their potential. Most of the monitors were recycled in bulk and shipped out of the area, and the computers were scrapped. Many of these computers were still operational. We were interested in finding a sustainable solution.

In Fiscal Year 2003/04 Cal Poly generated over 3000 surplus monitors and computers. The monitors were sent to an out of the area recycler and the computers were packaged on pallets and sold as a group. Computers that were not sold were discarded.

Beginning in July 2004, Facility Services launched a program to test monitors and computers to see if they were operational. The computers are scrubbed of their data and operating systems. Computers with a processor of Pentium II or greater are packaged with a working monitor and keyboard, and placed on surplus web site for auction. Computers not tested are packaged and sold on a pallet of six. The monitors were connected to functional computers to determine their condition. Complete tested computers are generally sold on auction for \$15 to \$100.

This program is an excellent example of a recycling program that keeps obsolete computers out of the waste stream, provides computers at low cost to individuals, and pays for itself by generating more income than expenses.

All improvements - <http://www.calstate.edu/QI/qishowcase/qishowcasehome.shtml>

BEST PRACTICES, Controller's Office - Property

Title: Equipment Management # 262
Source: University of California San Francisco **Co Area:** University Wide
Addl Info: <http://www.ucsf.edu/ams/best/equip.html>
Abstract: This is a website that was created by their Capital Assets Management Group which was done for their University community. It contains useful and informative information. FAU's Property Management does have a web site, but maybe it can be improved. It is also good to "publicized" websites - include the site on e-mail signatures, forms, letterhead, business cards, etc.

Title: Best Practices in Achieving Consistent, Accurate Physical Counts of Inventory and Related Property # 325
Source: GOA - Government Accounting Office **Co Area:**
Addl Info: <http://www.gao.gov/new.items/d02447g.pdf>
Abstract: This Executive Guide describes fundamental practices and procedures used in the private sector to achieve consistent and accurate physical counts of inventory and related property. The Guide summarizes the fundamental principles that have been successfully implemented by companies recognized for their outstanding record of inventory management. It also explains and describes leading practices from which the federal government may be able to draw lessons and ideas. This guide applies to most forms of federal inventory.

Title: Inventory Management Best Practices # 430
Source: University of Rochester **Co Area:**
Addl Info: <http://www.rochester.edu/adminfinance/audit/inventory.html>
Abstract: Inventory Controls
This page is designed to educate the UR Community about proper inventory controls and physical inventory to ledger account reconciliation methods.

Inventory best practices that you should follow:

Objective

A clearly defined objective for conducting a physical inventory for your department must be established. The purpose of the inventory is to adjust your ledger account to reflect the balance of the physical inventory count completed and extended pricing and to reconcile the variances.

Site covers Planning and Procedures.

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Title: Sustainable asset disposal # 952

Source: University of Calgary **Co Area:**

Addl Info: http://www.caubo.ca/awards/documents/QP_Rich_UM_Summer_08_E.pdf

Abstract: Page 9 - In 2004, the University of Calgary (U of C) made an institutional commitment to better fulfill the university's sustainability goals. Recognizing the importance of this initiative, the U of C's Materials Disposal Program identified areas where disposal practices could be improved. Traditional disposal processes were focused primarily on selling large volumes of surplus assets through public auctions.

The first initiative identified was a reduction in the amount of expired furniture and metals going to the landfill. By removing the metal content from standard furnishings and isolating other assets primarily consisting of metal, it became apparent the volumes going to the landfill could be markedly reduced. Operational changes were implemented resulting in the regular use of metal recyclers for assets and furniture components.

The second initiative was to find an effective way to dispose of un-salable computers, monitors and peripherals. This resulted in the use of a recycling partner guaranteeing that all computer and electronic components are securely broken down and properly recycled through downstream recyclers.

Title: Removing Data from Computer and Electronic Storage Devices # 1006

Source: University of North Carolina at Chapel Hill **Co Area:** IRM

Addl Info: <https://help.unc.edu/6411>

Abstract: Computers and other electronic devices store information on a variety of media. It is important to ensure that all licensed software and all University confidential (e.g., classified as internal use, restricted, or restricted-health) information is securely removed from such devices before ownership is transferred. Examples of electronic storage equipment include disk drives found inside computers, external disk drives, CD-ROMs, Zip disks, USB Flash drives, and memory cards.

BEST PRACTICES, Controller's Office - Property

Title: Virtual Surplus Property Disposal

1021

Source: State of Georgia

Co Area:

Addl Info: <http://www.nasca.org/awards/Georgia-Vitural%20Surplus%20Property%20Disposal.pdf>

Abstract: For years, the State of Georgia Surplus division warehoused items and held quarterly live auctions, literally selling everything in each of three state surplus warehouses. Since the auctions were held quarterly, inventory turns were 4 per year. With the advent of internet auctions, several years ago Surplus began utilizing websites to sell surplus. Websites like eBay and GovDeals have been used to significantly broaden the buyer audience. During this period, up to 70% of the state's surplus goods were sold over the internet and warehouse inventory turned over 12 times annually. This has helped make the Surplus operation more efficient.

Along this same time, DOAS conducted a cost analysis to determine the costs involved in handling the sale of various categories of surplus items. We found that over 70% of sales revenues were generated by just 1.5% of the surplus goods. Thus, cars and trucks generate the vast majority of the revenue, though they represent very little of the surplus item count. We further discovered that the state was losing money, by trying to sell other surplus commodities such as office furniture and equipment.

A 2-year plan was designed whereby the operation would morph into a virtual operation utilizing the internet to sell all goods in place, and eventually eliminating the need to transport and store goods at the state's three warehouses. The streamlined process now focuses on moving information, not material; a much more efficient and economical process.