

Florida Atlantic University

Regulation 6.007 Surplus Property.

(1) Purpose. The purpose of this rule is to implement the delegated authority received by Florida Atlantic University in accordance with Sections 1001.74 and 1001.75, F.S., with respect to those functions and duties concerning surplus property management heretofore performed by the Department of General Services in accordance with Sections 273.04, 273.05 and 273.55, F.S.

(2) Definitions.

(a) Custodian – Any person entitled to lawful custody of property owned by the state.

(b) Property Manager – An individual assigned by the University President to manage the assignment, accountability, transfer and disposal of state-owned property for which the University has custodial responsibility under the Florida Statutes.

(c) Tangible Personal Property – All personal property, other than real estate, acquired and belonging to the State of Florida.

(d) Exchange Property – Property being offered as a trade-in on the purchase of a new item.

(e) Property Survey Board – A body appointed by the University President to approve surplus property disposal and relief of accountability.

(3) Reporting Requirements for Surplus, State-Owned, Tangible Personal Property.

(a) Tangible personal property which is determined to be surplus because it is excess, obsolete, uneconomical or inefficient for continued use shall be certified as surplus by the custodian of the property to the Property Manager.

(b) The Property Manager or his/her designee will agenda the certification for disposition action by the Property Survey Board.

(4) Certification – Surplus Property Certifications shall provide the following information:

(a) Complete description of property,

(b) Statement of condition and age,

(c) Original purchase price,

(d) Estimated current value,

(e) Location of property and hours when property may be examined, person to contact for examining property, and a minimum bid (if required), and

(f) Any additional information, when needed, that would assist in determining whether or not property should be offered to other universities, state agencies, or governmental entities.

(5) Buildings and Structures – Buildings, structures and other items of a semi-permanent or permanent nature shall be considered tangible personal property, if and when they are severed from the real property upon which they reside, and shall be reported in the same manner as all other surplus property. In addition, the legal description of the location, size, type of construction, and reason for removal shall be noted.

(6) Items to Be Reported – In instances of loss, theft or fire, such property should be reported to the Property Manager for action on relief of accountability in the same manner as all other surplus, state-owned, tangible property. (Refer to subsection (3) of

this rule.) The Property Manager shall obtain the approval of the State Comptroller for relief of accountability for property items involved in mysterious disappearance, theft or malicious damage.

(7) Procedures for Disposal of Surplus Property.

(a) Transfer to another state agency or political subdivision. If, because of its type, age or condition, the Property Survey Board feels the equipment is not useful to any university under the State University System, the Property Survey Board may approve transfer under such conditions the Property Survey Board may determine appropriate.

(b) Scrap or cannibalization of equipment. The Property Survey Board may approve the scrap or cannibalization of equipment if it feels it is in the best interest of the University.

(c) Abandoned equipment. The Property Survey Board may approve the abandonment of tangible personal property, in place, upon determination that cost of return or repair exceeds the value of the property.

(d) Public sale.

1. The Property Survey Board may approve the public sale of such property determined to be surplus to the needs of the University.

2. All public sales shall be conducted on a set date and time which shall be advertised in a local newspaper of general circulation no less than two weeks prior to the sale.

3. Sales may be conducted at the discretion of the Property Manager, as auction or sealed bid sales.

(e) If the cost of disposal of an item appears to be greater than the amount to be gained through a public sale, the Property Survey Board may approve the Property Manager to donate these items to a non-profit charity. The Board may direct that items be cannibalized, scrapped or destroyed in the event that no suitable non-profit organization can be found.

(8) Availability of Surplus State Property – The Property Survey Board may at its discretion approve the circulation of surplus property having a useful life to other agencies. Listings of such property available on a bid basis may be sent to other state agencies and the Bureau of State Surplus Property. Property listings will include condition and location of property available for viewing.

(9) Authority for Disposal – Certified surplus property shall not be sold, transferred, cannibalized, scrapped or destroyed without prior approval of the Property Survey Board.

(10) Exchange Property.

(a) When the University has property available for use as a trade-in for the purchase of new property, the Property Survey Board at its discretion may approve that the Property Manager advise the Bureau of State Surplus Property of the availability of such exchange property in writing, specifying the following information, if available:

1. Description of exchange property,
2. Manufacturer's name,
3. Model number,
4. Serial number,
5. Age,
6. Condition (E-Excellent, G-Good, F-Fair, P-Poor),
7. Inventory control number,
8. Location of property (room number, building, city),

9. Name and phone number of person to contact for information about the exchange property,

10. Date planned for trade-in transaction, and

11. A written trade-in quote stating the trade-in allowance and signed by the prospective purchaser.

(b) Such notice of availability of property shall be forwarded to the Bureau of State Surplus Property a minimum of two weeks in advance of planned transaction date.

(c) Should the Division of Surplus Property decide to purchase the exchange property, the University should pay the full purchase price for the new property and send an invoice for reimbursement of the trade-in allowance to the Bureau of State Surplus Property.

(11) Non-State Funded Property – All property originally purchased with non-state funds, such as contracts or grants, shall be managed in a form consistent with the applicable rules and regulations of the funding authority.

(12) Disposition of Monies – All monies received from the sale of such surplus property, less costs associated with the disposal action, shall be deposited to the Incidental Trust Fund or departmental accounts which funded the original acquisition of the property. (See Regulation 6.007(11)).

Specific Authority 240.227(1), 273.055(1) FS. Law Implemented 240.225, 273.04, 273.05, 273.055 FS. History–New 3-26-80, Amended 9-22-83, Formerly 6C5-6.07, Amended 11-11-87. Formerly 6C5-6.007.