21.01.10.L1.01 Surplus or Salvage Property

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Standard Administrative Procedure Statement

The purpose of this SAP is to establish written procedures for the disposal methods of any University property including surplus or salvage property in accordance with System Regulation 21.01.10, Surplus or Salvage Property.

Definitions

Surplus – Any personal property which is in excess of the needs of any State agency and which is not required for its foreseeable need. Surplus property may be new or used but must have additional useful life.

Salvage – Any personal property which through use, time, or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

Data Processing – Per Government Code Section 2054.003(3)(A) – Central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data terminal equipment, computer -based work processing systems, other than memory typewriters and equipment and systems for computer networks.

Procedures and Responsibilities

General:
Any University property including surplus or salvage property, accumulated at Texas A&M International University will be held until such time that notice is provided that allows for the direct transfer of materials or equipment that can be used for instructional purposes at a public school, school district, or assistance organization designated by the school district, under terms agreeable to both TAMIU and the recipient.

The school districts will be able to review the list of surplus instructional items by accessing a link on the Texas A&M International University website. A prescribed five-day period to inspect the items will be
set, and the school districts can then claim the items, on a first-come first-served basis. Items remaining after the five-day period will be sold by means of an online public auction.

If two or more schools, school districts, or assistance organizations seek to acquire the same property under substantially similar terms, preference must be given to low-performing schools, as determined by the Commissioner of Education, or to a school district with a taxable wealth per student entitling the district to an allotment of state funds under Subchapter F, Section 302, Chapter 42, Education Code, or the assistance organization designated by such a school district.

A University department that determines it has any excess University property including surplus property or salvage property shall complete and submit a TAMIU property transfer form to the University's Property Manager. Additionally, based on the condition of the property, the Property Manager shall determine whether the property is surplus or salvage.

**Data Processing Equipment:**
Texas Administrative Code Rule 202.78 requires the removal of data from data processing equipment such as printers, copiers, scanners, fax machines, personal assistants, and computers prior to the sale or transfer.

All surplus/salvage data processing equipment that is not transferred to a public school, public school district, or assistance organization specified by the school district, or disposed of under another law, must be transferred to the Texas Criminal Industries (TCI) Texas Department of Criminal Justice without reimbursement. TCI has the right to refuse this equipment.

All data equipment that is being transferred to TCI has been inspected by the University's Office of Information and Technology and a signature of the technician is required on the University's Property Transfer Form to confirm that all hard drives have been removed.

**Surplus Property without a Useful Life:**
Per State Property Accounting (SPA) Policy, for property to be considered surplus, it must have an additional useful life. Thus, if equipment is damaged, it will be destroyed by the Property Manager without being advertised.

**Related Statutes, Policies, Regulations, Rules or Requirements**

- Texas Government Code, Section 2054.003(3) (A)
- Texas A&M University System Policy 21.01.10 Surplus or Salvage Property

**Contact Office**

Office of Purchasing and Support Services.