



Standard Administrative Procedure (SAP)

21.01.10.L1.01 Surplus or Salvage Property

First Approved: September 3, 2013
Revised: August 9, 2016
Next Scheduled Review: August 9, 2021

Procedure Statement and Reason for Procedure

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](#).

Procedures and Responsibilities

GENERAL:

A Texas A&M International University department that determines it has any surplus or salvage property shall complete and submit a University property transfer form to the University's Property Manager. Based on the condition of the property, the Property Manager shall determine whether the property is surplus or salvage.

Any University surplus or salvage property will be held until such time that notice is provided allowing 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 University and the recipient.

The school districts will be able to review the list of surplus instructional property on the University's website. A prescribed five-day period to inspect the items will be set, and the school districts can then claim the items. Items remaining after the five-day period will be sold by means of an online public auction. A link to the online auction site will be provided on the University's Property Management website. If two or more schools, school districts, or assistance organizations seek to acquire the same property under substantially similar terms, preference will be given to low-performing schools, as determined by the Commissioner of Education, or to school districts with a taxable wealth per student entitling the district to an allotment of state funds under Texas Education Code 42.302, or the assistance organization designated by such a school district.

Surplus or salvage property that has no resale value and is not disposed of as described above may be donated to an assistance organization, as defined in Texas Government Code, Section 2175.001(1).

DATA PROCESSING EQUIPMENT:

All surplus or salvage data processing equipment that is not transferred to a public school, school district, or assistance organization specified by the school district may be donated to a public or private hospital that is located in a rural county, as defined in Government Code, Section 487.301. If such surplus or salvage data processing equipment is not donated or disposed of under another law, it will be transferred, without reimbursement, to either (1) a school district or an assistance organization specified by the school district, (2) an open-enrollment charter school, or (3) to the Texas Department of Criminal Justice (TDCJ). TDCJ has the right to refuse this equipment.

All data processing equipment that is being disposed of or transferred must first be inspected by the University's Office of Information Technology for proper removal of data. The inspecting technician's signature is required on the University's Property Transfer Form to confirm that all data and/or hard drives have been removed.

SURPLUS PROPERTY WITHOUT A USEFUL LIFE:

Per the State Property Accounting (SPA) Process User's Guide, for property to be considered surplus, it must have additional useful life. Thus, damaged goods will be properly disposed of by the Property Manager without being advertised.

Related Statutes, Policies, Regulations, or Rules

[Texas Government Code, Section 487.301](#)

[Texas Government Code, Section 2054.003\(3\)\(A\)](#)

[Texas Government Code, Section 2175.001\(1\)](#)

[Texas Government Code, Section 2175.905](#)

[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 Equipment – 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 storage devices, document scanners, data entry equipment, computer-based word processing systems other than memory typewriters, and equipment and systems for computer networks.

Contact Office

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