



Standard Administrative Procedure (SAP)

21.01.10.L0.01 Surplus or Salvage Property

First Approved: September 3, 2013
Revised: August 9, 2016
May 27, 2021
Next Scheduled Review: May 27, 2026

Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish written procedures for the disposal methods of any Texas A&M International University (TAMIU) property including surplus or salvage property in accordance with [System Regulation 21.01.10, Surplus or Salvage Property](#).

Procedures and Responsibilities

1. GENERAL

TAMIU departments and offices that determine it has surplus or salvage property shall complete and submit an [Issue/Transfer Request](#) to the Property and Inventory Control (PIC) area under the Office of Campus Safety and Planning. Based on the condition of the property, PIC shall determine whether the property is surplus or salvage.

2. USEFUL LIFE

Per the State Property Accounting (SPA) Process User's Guide, for property to be considered surplus, it must have additional useful life. Damaged/consumed goods will be properly disposed of by PIC.

Once an item is transferred, PIC will make a determination regarding surplus or salvage value and process the item in compliance with [Texas Government Code, Section 2175.001\(1\)](#).

2.1 Personal Property – Furniture, Office Supplies, Other Non-Technology Controlled Assets

Surplus or salvage property will be held until a confirmation or declination is provided by the potential receiving entity 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 TAMIU and the recipient.

The school districts will be able to review the list of surplus instructional property on the TAMIU'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 public auction site will be provided on the TAMIU 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 school district to an allotment of state funds under Texas Education Code 42.302; or the assistance organization designated by such a school district.

Any TAMIU property transferred to surplus that has not met end-of-life qualifications and will not be donated is managed by an online asset management software. Property listed on the online asset management software will be listed by item with the respective quantity available. TAMIU members can log in to the online asset management software, browse the online catalog, and select a desired, listed item to reserve. Any department that has reserved property must file and submit an [Issue/Transfer Request](#) to PIC for processing. Once the asset has been reserved and confirmed by PIC, the department must contact Physical Plant to have the property delivered to its destination.

2.2 Personal Property – Technology and Technology-Controlled Assets

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 [Texas 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) 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 TAMIU Office of Information Technology for proper removal of data. The inspecting technician's signature is required on the [Issue/Transfer Request](#) to confirm that all data and/or hard drives have been removed.

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 [Texas Government Code, Section 2054.003\(3\)\(A\)](#), central processing units, front-end processing units, mini-processors, micro-processors, 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

Office of Campus Safety and Planning (Property and Inventory Control or PIC), 956-326-2990