

Virginia State University  
Policies Manual

Title: Surplus Property Disposal Policy

Policy: 5701

**Purpose**

This policy describes the general guidelines that Virginia State University (VSU) will follow to surplus and/or dispose of University property. It also provides general guidelines that VSU will follow to surplus outdated and unused computer equipment.

**Authority, Responsibility, and Duties**

- A. **University:** In accordance with the Commonwealth's Laws and Regulations, Virginia State University participates and complies with State Surplus Property guidelines developed by the Department of General Services (DGS).
- B. **Administrative Support Services:** The University's surplus property disposal functions reside in the Office of Administrative Support Services. The Director of Administrative Support Services is the officially designated Surplus Property Officer for Virginia State University. Responsibilities include, but are not limited to, the following:
1. Implementing the University Surplus Property Program in keeping with surplus property policies and procedures established by the Commonwealth of Virginia, Department of General Services.
  2. Managing and operating the University's surplus warehouses.
  3. Providing training in surplus property procedures, policies, and use of appropriate forms, as necessary, and working with the University Department's Responsible Persons in removing disposed surplus property from University Fixed Asset records.
  4. Disseminating surplus property information to members of the University community and redistributing surplus property to departments in need of equipment.
  5. Identifying surplus equipment that meets disposal requirements and ensuring that they are disposed of as required by the Department of General Services guidelines.
  6. Maintaining auditable records of all disposed equipment.
  7. Providing the Fixed Asset Office with a record of equipment identified for disposal.
- C. **Responsible Managers:** University Departments, Schools or Academic Units (Department Responsible Managers) are responsible for submitting the Surplus Property Forms to Administrative Support Services to declare items as surplus/excess and thus request removal of those surplus items from the custodial department's area and subsequently adjusting the department's fixed asset inventory.

**Definitions**

- A. **Departmental Surplus Assets** - Assets not currently in use by the owning department.
- B. **University Surplus Assets** - All assets must be officially reclassified as surplus by Administrative Support Services after Administrative Support Services has determined that the asset has served its useful purpose and/or is no longer needed for use within the University.

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- C. **Disposed Assets** – Assets that Administrative Support Services has formally classified and determined are no longer functional and/or cannot be repaired or improved in a cost-efficient manner.
- D. **FAACS** – Fixed Asset Accounting Control System deployed by COV Department of Accounts (DOA) in 1982
- E. **Computer Equipment** – CPUs, keyboards, monitors, printers, scanners, and other peripherals.
- F. **Departmental Surplus Computer Equipment** – Computer equipment not currently in use by the owning department.
- G. **University Surplus Computer Assets/Equipment** - All computer equipment must be officially reclassified as University surplus by Administrative Support Services after Administrative Support Services has determined that the computer asset/equipment has served its useful purpose and/or is no longer needed for use within the University

### Policy Statement

#### Surplus Property Disposals:

When an asset is not in current use and is located in a department, it is eligible to be classified as Surplus. When an asset is not operable, it is classified as Disposable. Unless Administrative Support Services considers assets useful by other University departments at some future time, the assets are considered surplus to the University. Ultimately, assets considered as surplus to the University may be transported to DGS and sold for salvage or disposed.

The Department of General Services, Division of Purchases and Supply (DP&S), is responsible for surplus placement to other agencies and sale at auctions. DGS has granted the University's Surplus Property Officer (Director of Administrative Support Services) permission to dispose of surplus property that is useless, has no resale value, and cannot be repaired. No other departments or individuals within the University are authorized to remove surplus property from the premises for any reason. Anyone who participates in such actions may be subject to disciplinary actions as deemed appropriate. As requested, Administrative Support Services has been given permission to conduct sales at the University following DGS guidelines. VSU is given one day a month to take surplus/sellable assets to DGS, Division of Purchase and Supply. Due to space limitation, the University is required to delay sending unneeded assets to DGS, thus necessitating on-site storage. Many surplus assets stored in the University's on-site warehouse are reissued to other departments.

Departments should submit a **Surplus Property Form** to Administrative Support Services to request removal of surplus items from the department and to adjust the department's fixed asset inventory. The Administrative Support Services office transfers the surplus assets from the department to the Surplus Warehouse. Departments are not authorized to place items considered to become surplus property in hallways, stairwells or other spaces that are safety hazards prior to scheduled pick up by Administrative Support Services staff.

To report the relocation of equipment from one department to another or from one room to another room in the same department, departments should complete an **Equipment Relocation Form**. A completed **Equipment Relocation Form** should be submitted to Administrative Support Services for processing to identify the current and future item(s) locations. However, the Moving and Hauling staff of the Facilities Department relocates the equipment via submission of a work order request in an email. Therefore, a copy of the **Equipment Relocation Form** must be provided to the Facilities Department for relocation action. The location of the equipment (room, building, and department) should match the current assigned location of the items in the fixed asset system (FAACS). The Administrative Support Services office is responsible for updating the change of the new location in the fixed asset system.

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Departments must submit the **Surplus Property Request Form** to Administrative Support Services to request transfer of equipment from the Surplus Warehouse and back into service to a department. The VSU identification tag number must be included on the **Surplus Property Request Form** before the equipment can be moved to the department's inventory.

University employees may request an appointment to visit the Surplus Warehouse and select equipment to be transferred from the Surplus Warehouse to the requesting department and added to the requesting department's inventory. The Administrative Support Services office uses the **Surplus Property Manifest Form** to record equipment transferred to the Department of General Services warehouse.

The Administrative Support Services office uses the **Surplus Property Disposal Form** to record items that are to be disposed. Also, Administrative Support Services is responsible for transferring disposed items to the land field.

All **Surplus Property Forms** can be faxed to Administrative Support Services Department at 524-5314.

**Surplus Computer Disposals:**

The University incurs cost for maintenance of computer equipment located in all University departments. Charges to the University are no longer incurred when equipment is transferred to surplus property and is removed from the department's inventory. Departments owning old, outdated, and/or unused computer assets/equipment are required to surplus the equipment. Departments should submit a **Surplus Property Form** to Administrative Support Services to request removal of the computer equipment from the department and to adjust the department's fixed asset inventory. The VSU identification tag number must be included on the **Surplus Property Form** before computer equipment can be removed from the department's inventory by the Administrative Support Services Department.

The disposal of computer hard drives or replacement of electronic storage media, and computer software can create significant information security risks. Therefore, the Commonwealth of Virginia, Virginia Information Technologies Agency (VITA) issued *COV ITRM Standard SEC514-03*. This standard requires all computer equipment with memory, such as personal computers, PDAs, routers, firewalls and switches, to have Commonwealth data securely removed from their hard drives before a computer system is processed as surplus, transferred, traded-in, otherwise disposed of, or the hard drive is replaced. This action must be completed by VSU IT department staff prior to pick up and removal of computer equipment items by Administrative Support Services staff.

**References**

*The policy supersedes all previous versions of the Surplus Property Disposal Policy*

VSU Policy 5703, Record Disposal Policy

CAPPS Manual: Section No. 30700- Surplus Property

Department of General Services Memo to VSU's Director of Administrative Services, dated Tuesday, October 25, 2005

COV ITRM Standard SEC514-03, dated March 15, 2008

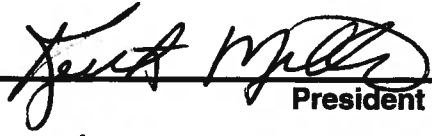
[http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/Data Removal Standard 514\\_03%2010\\_07\\_2008\\_r3.pdf](http://www.vita.virginia.gov/uploadedFiles/Library/PSGs/Data_Removal_Standard_514_03%2010_07_2008_r3.pdf)

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Approval By: \_\_\_\_\_

  
President

Date: \_\_\_\_\_

7/10/13

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VIRGINIA STATE UNIVERSITY (212)  
FIXED ASSET ACCOUNTING CONTROL SYSTEM (FAACS)

**SURPLUS PROPERTY FORM**

This form is used to DECLARE and subsequently REMOVE SURPLUS PROPERTY from a custodial department's physical spaces and associated fixed asset inventory. The form must be submitted to the VSU Fixed Asset Office, Box 9208 for processing.

DEPARTMENT NAME: \_\_\_\_\_

BUILDING NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PERSON: \_\_\_\_\_  
V.P., DEANS, DIRECTORS, CHAIRPERSON

The equipment listed below is surplus to the above department. Request the equipment be removed from the FAACS Inventory for the above department. The following details are understood:

1. If another department can use the equipment, it will be transferred to that department and added to their inventory for custodial responsibility and fixed asset inventory tracking.
2. If space is available, the FAACS staff will remove the equipment to the FAACS Warehouse. However, if space is not available and another department cannot use the equipment, the equipment will be put up for sale in its present location.

<u>ID #</u>	<u>EQUIPMENT DESCRIPTION</u>	<u>ROOM #</u>	<u>SERIAL #</u>	<u>CONDITION</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



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VIRGINIA STATE UNIVERSITY (212)  
FIXED ASSET ACCOUNTING CONTROL SYSTEM (FAACS)

EQUIPMENT RELOCATION FORM

This form is to be used to REPORT THE RELOCATION, REASSIGNMENT OR TRANSFER OF EQUIPMENT FROM ONE DEPARTMENT TO ANOTHER. This form is to be submitted to Facilities Department for transport and to VSU Fixed Asset Office immediately upon transfer for system location updates. If not submitted, the transferring department will still be responsible for all equipment listed on form.

***DEPARTMENT TRANSFERRING EQUIPMENT***

DEPARTMENT/ACTIVITY

RESPONSIBLE PERSON  
(VP, DEAN, DIRECTOR, CHAIR)

BUDGET CODE

DATE

SIGNATURE OF RESPONSIBLE PERSON

***DEPARTMENT RECEIVING EQUIPMENT***

DEPARTMENT/ACTIVITY

RESPONSIBLE PERSON  
(VP, DEAN, DIRECTOR, CHAIR)

BUDGET CODE

DATE

SIGNATURE OF RESPONSIBLE PERSON

I.D #

EQUIPMENT DESCRIPTION  
& SERIAL NUMBER

FROM  
BUILDING/ROOM #

TO  
BUILDING/ROOM

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**VIRGINIA STATE UNIVERSITY (212)  
FIXED ASSET ACCOUNTING CONTROL SYSTEM (FAACS)**

**SURPLUS PROPERTY REQUEST FORM**

This form is used to **REQUEST SURPLUS PROPERTY** from storage and placed back into service. This form must be submitted to the VSU Fixed Asset Office in Room 45 Physical Plan Building by mail Box 9208 OR FAX to 5314.

DEPARTMENT NAME: \_\_\_\_\_

BUILDING NAME AND ROOM NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

BUDGET CODE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PERSON  
(VP, DEAN, DIRECTOR OR CHAIR)

PRINT NAME

**DESCRIPTION OF ITEM(S) REQUESTING OR REQUESTED**

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	16.
8.	17.
9.	18.



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**COMMONWEALTH of VIRGINIA**  
**DEPARTMENT OF GENERAL SERVICES**

**VIRGINIA SURPLUS PROPERTY**

**1910 DARBYTOWN ROAD**  
**RICHMOND, VIRGINIA 23231**  
**804-236-3666**

Date

Director of Administrative Services  
Virginia State University  
Box 9208, Petersburg, VA. 23806

RE: QUARTERLY DISPOSAL REQUEST APPROVED

This is in response to your Email of xx/xx/xxxx requesting quarterly disposal approval.

Please use this letter as your authority to proceed with the disposal/destruction/abandonment of surplus property on an **as needed basis** that meets the requirements in the CERTIFICATIONS STATEMENT at the close of this letter. In order to eliminate the need to store these items, property may be disposed of on a daily basis if desired. A list of items and a description of the condition that justifies the disposal must be maintained for **each** item.

Upon completion of the disposal, the list and a signed copy of this letter must be sent to State Surplus Property, 1910 Darbytown Road, Richmond, VA 23231. Property should be disposed of by recycling first. The landfill is to be used as the last alternative.

If I can be of any further assistance do not hesitate to contact this office.

Sincerely,

*Joseph E. Thomas*

Mr. Joseph E. Thomas  
State Surplus Property Manager  
(804) 236-3662  
Joe.Thomas@dgs.virginia.gov

**CERTIFICATION:** By signing this document I the undersigned certify that the item(s) I have disposed of were completely useless, have no resale value, cannot be repaired and have been disposed of following all applicable EPA, Federal and State Regulations.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(WITNESS SIGNATURE)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(DATE)



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**VIRGINIA STATE UNIVERSITY (212 & 234)**  
**FIXED ASSET ACCOUNTING CONTROL SYSTEM (FAACS)**  
**SURPLUS PROPERTY DISPOSAL FORM**  
**(For use by Fixed Asset/ Surplus Property Staff Only)**

This form is used for **DISPOSAL OF SURPLUS PROPERTY** by the Fixed Asset/Surplus Property staff only. This form and a signed copy of the certification document is submitted to the **Department of General Services, STATE SURPLUS PROPERTY, 1910 Darbytown Road, Richmond, Virginia 23231.**

**The furniture/equipment listed below is declared completely useless, have no resale value and cannot be repaired.**

FIXED ASSET I.D. #	DESCRIPTION	SERIAL # NUMBER	MODEL NUMBER	CONDITION OF EQUIPMENT	UPDATE FIXED ASSET SYSTEM