

Ball State University
Purchasing/Inventory Control and Moving
Excess Property Procedure

Background

Inventory Control and Moving is a division within the Purchasing Department that serves the purpose of controlling the disposition of property acquired and used in the University by faculty, staff, students and visitors for the support of activities of the University. When a department no longer has need of an item, the Inventory Control and Moving Department will determine the proper disposition of the item in accordance with the following procedures.

Definition of Excess Property

Excess property is defined as items of university owned equipment or goods that are no longer utilized within a particular department or campus office. This includes both capitalized assets (those with inventory control tags) and non-capitalized equipment (those with no inventory control tag).

Disposition of Property

- Excess Property – Once an item has been declared excess or surplus, sole determination of the final disposition of the property is with the Purchasing/Inventory Control and Moving Department.
- Public Sales – Periodically the Inventory Control and Moving Department determines that there is enough excess property to hold a public sale. The items are sold through a public auction at a time and place specified by Inventory Control, typically on a Saturday. The public auction is advertised through the local newspaper.
- Department Transfers – Inventory Control stores excess property in a warehouse and attempts to assist other campus departments in reusing goods and equipment.
- Recycling – Items remaining after the above processes will be assessed for recycling.
- Scrap – Items not suitable for recycling will be disposed of or utilized to the University's best advantage.
- Preparation of Equipment Prior to Disposal – Any equipment which records or stores materials of a proprietary nature, material which is protected by federal or state statute, or which has material with separate copyright issues must have this material/data removed before disposition. These procedures are the responsibility of the user department.
- Transfer and Sale of Research Property Purchased by Contracts and Grants – Disposal of excess property originally procured with federal grant or contract funds must be disposed of in accordance with the terms of the grant or contract.

Please contact Contracts and Grants prior to seeking disposal assistance from Inventory Control and Moving.

- Trade-In – Some items may be suitable for trade-in. Please contact the Director of Purchasing for assistance.
- Theft – Any theft of BSU property must always be reported to the BSU Police Department regardless of value. Theft of cash/currency must also be reported to the Internal Auditor in addition to the police department.
- Abandoned Property – Occasionally personal property is abandoned on campus property. If the owner cannot be located by campus police, the items will be taken to the University's warehouse to be stored until the next public sale.
- Warehouse Storage – Storage of items in the University's warehouse is for the purpose of holding excess property of the University. Due to limited space, the warehouse cannot be used to store items that user departments want to keep. The Manager of Inventory Control and Moving determines what items may be stored in the warehouse for the purpose of managing excess property.

Procedure

1. Review the information in Attachment A for the procedures for specific types of specialized, routine, or hazardous property.
2. Complete and transmit the Capital Equipment Release/Move Order form (Form B 450) available online on the BSU website under FormFinder for those items which do not have another disposal method indicated in Attachment A.
3. Inventory Control and Moving will coordinate the move of items.
4. Campus staff requesting access to the warehouse to view excess property must contact the Manager of Inventory Control and Moving to coordinate access.
5. Inventory Control and Moving will, at its discretion, sell or consign excess property to an auctioneer or sales agent for disposition.
6. Departments must indicate on a Form B 450 when capital equipment is transferred to another department.
7. The Hazardous Waste program will review items requiring action on their part prior to disposal.

Please contact Manager of Inventory Control and Moving at 285-1837 or the Director of Purchasing at 285-1532 with any questions regarding the Excess Property Procedure.