



Surplus Furniture and Equipment Policy

Detailed below is the policy on surplus equipment, furniture etc.

The first priority for surplus equipment will be for use elsewhere on campus. All requests for disposal of surplus equipment shall be made to the Purchasing department via the Surplus Equipment form. This form is available on the Finance & Business Services website. If the equipment was purchased through grant funding, the College must follow the requirements of section 200.313 Equipment of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements issued by the Federal Office of Management and Budget, or other requirements of the funding agency, as appropriate. In the case of grant-funded equipment, please contact the Office of Finance & Business Services to determine the required course of action.

The Purchasing department, in consultation with the appropriate responsible parties, will make the determination on whether an item can be used elsewhere. Once any item is deemed to have value but unusable on campus, it shall be made available for sale to the general public through a bidding process. Finance and Business Services will list the equipment on the Govdeals.com website. Faculty and staff may bid on any item listed for auction on GovDeals.com so long as they do not bid during work hours. Registration with Govdeals.com is required of all bidders. Faculty/staff choosing to bid are encouraged to read all the terms and conditions on the GovDeals.com website.

Procedure for Sale of Surplus Equipment

1. Department identifies item(s) as surplus.
2. Department completes Surplus Furniture and Equipment Disposal Request form.
3. Purchasing makes determination whether equipment can be used elsewhere on campus, sold, donated or disposed.
4. If equipment can be used elsewhere, department will be notified by Purchasing and will coordinate transfer of item(s).
5. If equipment can be disposed/donated, department will be notified by Purchasing to contact Building Services for removal of item(s). Purchasing will also solicit non-organizations, public schools, etc. for donations.
6. If equipment can be sold, it will be listed for sale on the Govdeals.com website. Once item is sold, department will be notified by Purchasing and will coordinate removal of item(s) with buyer and department representative.
7. Upon its removal from campus, department representative will be required to meet with buyer and sign and collect the Bill of Sale (link) as proof of transaction.
8. If item was included in fixed asset inventory, Purchasing shall notify the appropriate responsible person.



*Removal and disposal for all Information Technology equipment is coordinated by User Support Services in the Information Technology department. For more info, see

<http://www.tcnj.edu/~it/procedures/EquipmentDisposal.htm>