



WINSTON-SALEM
STATE UNIVERSITY

Finance & Administration

Guidelines for Surplus and Disposal

Purchasing Services

Guidelines

Fixed Assets is responsible for tracking and disposing of state property in accordance with State Policies and procedures. All equipment and supplies purchased with University funds are the property of Winston Salem State University and the State of NC (regardless of funding source) until the appropriate approvals and disposition processes are followed. In most circumstances, an item would be declared surplus when both the user and the department head have determined that a particular piece of equipment and/or furniture has met its useful life and, as such, offers no further value to the university beyond salvage worth.

Definition of Surplus Property - Surplus property is supplies or equipment which are obsolete, damaged, unusable or in excess of need. This includes all tangible assets with the exception of real property

Disposal of Surplus Property - Internal controls are necessary to meet the fiduciary responsibilities of the university to protect and properly monitor WSSU resources. These guidelines facilitate the physical removal of surplus property, find an alternative internal use, which reduces the storage burden and maximizes WSSU's return on salable items. In addition, timely and proper recording of disposed property is important for maintaining an accurate financial system and safeguarding WSSU assets. *For safety reasons, surplus property should not be placed in halls or corridors.* The hard drive on all IT equipment (i.e. computers) must be cleaned/removed before a work order request is submitted. Contact the campus help desk at *ext.3431* for further assistance. This process is necessary to prevent identity theft.

Items Not Accepted for Surplus

- Toner Cartridges (**Used**)
- File Cabinets with content, only **empty** file cabinets will be accepted
- **Locked** File Cabinets
- Paperwork, Folders

All paper items should be disposed of through Facilities Recycling, x2850.

How to Surplus

For safety reasons surplus property should not be placed in the hallways or under stairwells. Building coordinators should be enforcing this safety compliance.

The hard drives must be removed before they can be sent to surplus property. Submit a ticket to have the Help Desk remove the hard drive **before a work request is completed**. When completing a Main Saver work request; it must be itemized; give a description, quality, WSSU tag number if applicable. **The Facilities department requires a fund number for work requests; otherwise the request will not be accepted.** The cost for moving and hauling services is handled by the Facilities office. Contact the Budget Manager for Facilities for further assistance at Ext. 8033.

If assistance is needed

- To complete the MainSaver work request contact Customer Service Manager at Ext. 2857 or University Program Associate/Main Saver at Ext. 8833.
- Questions about moves on campus contact Building & Environment Service Manager, who is in charge of scheduling movers at Ext. 2603 in the Facilities department. **Departments can't bring their items to surplus to circumvent the cost of moving and hauling.**

Each department chair, dean, director, project director or business manager is responsible for all property under his/her control.

WSSU Fixed Assets Office is responsible for properly recording the disposal of surplus property and any proceeds received. Departments are financially responsible for the removal of items. Facilities will contact the moving company to schedule removal of property from departments and delivery to surplus property. Contact Facilities at Ext. 2603 for further instructions.

Note: Please allow (10) ten business days for request to be completed.

Obtaining Surplus Property for Campus Use

University departments are offered the reuse of surplus furniture, file cabinets etc. which has been sent to the surplus warehouse. Electronics are not disbursed back to campus once they have been sent to surplus due to the fact we don't know what is wrong with them nor can we fix the items. Also for safety reasons they can't be recycled back to campus. Departments should contact Fixed Assets at x2735 and schedule a time and date to view surplus items for possible use. *It is highly not recommended that department personnel use their personal vehicle to transport property to or from surplus property.*

Questions or concerns about moving services contact the Moving and Hauling coordinator in Facilities at Ext. 2603. *It is highly recommended that departments utilize the contracted Moving Services for transporting University property for safety issues.* Since the items are on a "first-come first-served basis", the item (s) selected will be labeled for the department and held for (10) ten business days. Departments are also responsible for submitting a MainSaver work order request for the item(s) to be delivered to their department.