

Policy:

Surplus University equipment, supplies and materials (materials) will be disposed of through sustainability benefits will be delivered through procedures that maximize the opportunity for reuse of items and minimize the amount of material that enters the waste stream.

Details:

1. Surplus materials shall be approved by the Director of Procurement and become surplus.

2. Surplus material shall be disposed of through processes as approved by the Director of Procurement provided that any usable materials are first offered for sale and reuse to other Departments within the University.

3. Sale of surplus materials with an estimated value exceeding \$10,000 shall be approved by the Director of Procurement and recorded in the Procurement Department's surplus materials account.

5. Disposal of surplus research equipment shall comply with the requirements of Research Service's policy on the Disposition of Research Equipment.

6. The procedures for the disposal of surplus materials and supplies are available on the Procurement Department web site.