



Document Number	Surplus Compliance SOP, D.26.01
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Related Policies and Procedures	

1. Purpose/Introduction

The purpose of this Standard Operating Procedure is to guide and direct the Warehouse Manager on how to safely and effectively dispose of state surplus property in accordance to North Carolina state rules and regulations.

2. Definitions

- Surplus Warehouse is the University office assigned the responsibility for the disposal of all property for UNCG.
- Surplus property is defined as any property which a department or office determines is no longer needed to continue its operations.
- Facilities Operations employees must abide by all North Carolina State Surplus requirements, Waste and Recycling requirements, and Fixed Asset Disposal requirements.
- Items identified by Department representative to be fixed assets (\$5,000 value at the time of purchase) require an itemized list be submitted to North Carolina State Surplus along with monthly sales report.
- Surplus Warehouse manager will consider surplus options as defined below for surplus property before disposing of state property to the landfill.

3. Procedural Steps

3.1 Surplus Options

3.1.1 The Surplus Warehouse manager will determine the appropriate disposition method for the item. Options include equipment trade in, department to department transfer for re-use, surplus, sale, recycle, and landfill.

3.1.2 Additional considerations:

- Equipment Trade-in: Some equipment may have trade-in value on the purchase of new or similar equipment. When equipment is used for trade-ins, the responsible department should notify the UNCG Purchasing department with the appropriate information on the item. Upon completion of the purchase requisition, the

department must submit the appropriate disposition form to the Fixed Assets department. The e-disposal form can be found on UNCG Surplus Warehouse website.

- Department to Department Transfer: Surplus property which may be of value to another campus department may be transferred to that department without involving Surplus Property. These items should utilize the Surplus Property Fixed Asset Transfer Form (FA-14) which can be found on UNCG Surplus Warehouse website.
- Disposal of any tools, instruments, vessels, storage cabinets, refrigerators, etc. used in conjunction with radioactive substances must be cleared by the Office of Environmental Health and Safety. Items which have been used in conjunction with bio-hazardous substances must be decontaminated by the department before UNCG Surplus will pick them up.
- Federal Surplus: If property to be disposed of was purchased with federal funds and the title rests with the federal government. Approval must be obtained from the funding agent by the department before this equipment can be declared surplus and sent to UNCG Surplus.

3.2 Surplus Procedures

- 3.2.1 The UNCG Department representatives hereafter referred to as "Property Owners" will determine that the property is no longer needed or useful.
- 3.2.2 The Property Owner will contact UNCG Surplus Operations for correct disposal by placing a work order via <https://facoperations.uncg.edu/request-service/>.
- 3.2.3 If an item being submitted is a fixed asset, the Property Owner will be responsible for completing the e-disposable form and FA-14 form located on the UNCG surplus website. This form must be present during the time of pick-up.
- 3.2.4 All items regardless of disposal method must be noted in the State Surplus Property computer system <https://www.ncstatesurplus.com/ssp/agency/logon.asp>. Login information can be obtained by attending State Surplus Training and designated as an approver at UNCG, to request training individuals must contact state surplus at ssp.info@doa.nc.gov.
- 3.2.5 For items that are to be recycled or disposed of in the landfill, UNCG Surplus must also complete the required disposition form and send it to the State Surplus Property Agent for approval. (These forms can be found at <https://ncadmin.nc.gov/news-state-surplus-property-agency>.) For items that are to be sold as surplus or recycled, the surplus contact will need to enter the items into the State Surplus Property Agency database.
- 3.2.6 Online sale items should either be delivered to State Surplus, placed at UNCG Surplus Warehouse or be placed online in current location. (termed as is, where is by state surplus) Online sale items can only be entered by approvers at UNCG and loaded through the State Surplus Property Computer System. These items are placed on public bid for 14 days. (<https://www.ncstatesurplus.com/NCStateSurplusAuction>).
- 3.2.7 Items with estimated value greater than \$150 must be placed on the state surplus online website to be bid for sale.
- 3.2.8 Once the online items have been paid, State Surplus Property Agency will contact UNCG Surplus Warehouse to provide customer information to arrange the pickup. Surplus Office must notify Facilities Operations Accounting staff, so they are aware that a check is expected.

- 3.2.9 At the end of each month, the Department of Administration will send payment to the agency for the month's sales (less the NC Division of Surplus 8% fee) for items recycled/sold through the State Surplus Office (online or retail location).
- 3.2.10 Items not sold may be re-bid, or request to recycle or landfill the item may be made. Forms can be found at (<https://ncadmin.nc.gov/news-state-surplus-property-agency>).
- 3.2.11 Before surplusizing desktop and laptop computers, the department must remove all software and data from the machine. The machine will be screened by Information Technology for repurpose use on campus.

3.3 Surplus Retail Sale Procedures

- 3.1.2 UNCG Surplus Sales must be published at least 20 days in advance via website and email list. UNCG Surplus must also notify State Surplus via phone or email of sale.
- 3.1.3 Items retailed over \$50 must be photographed and placed on the UNCG Surplus Warehouse website, under sales details tab.
- 3.1.4 Items from Auxiliary Services, Athletics and Student affairs are to be separated from the general state fund items. It is at the Surplus Manager's discretion as to if these items will be available for public sale or strictly through State Surplus.
- 3.1.5 UNCG Surplus Manager should maintain \$500 cash to process sale transactions.
- 3.1.6 For the safety of UNCG employees, as well as the public, that a minimum of two uniformed UNCG police officers are present for each sale.
- 3.1.7 At the conclusion of each sale, all receipts are audited against the Point of Sale transactions. Both of which are audited against the total cash count for the sale. The total cash count will not include the original \$500 dollars that is normally maintained.
- 3.1.8 The revenue is then counted by Warehouse Manager and one other employee. The revenue is then transported by the UNCG Surplus employee escorted by the police to the cashier's office, where the deposit slip is filled out and the revenue is turned in. It is required that the UNCG employee obtain a receipt from the cashiers' office of the transaction. The Cash deposit slip is then turned into the Facility Services Administrative Assistant.
- 3.1.9 The revenue for all sales within a calendar month timeframe is calculated in the Monthly Sales Report for State Surplus Form located at the North Carolina State Surplus Website. (<https://ncadmin.nc.gov/news-state-surplus-property-agency>).
- 3.1.10 The Facility Services Administrative Assistant will send an email to State Surplus within 3 days of end of each month to the attention of the Business Services Coordinator stating:
 - The month reported
 - The gross amount of the Surplus sale and attaching the corresponding Monthly Sales Report
 - Include a sentence documenting that a check request for their 8% fee has been submitted to Accounting Services.
- 3.1.11 Courtesy copy the Assistant Director for Facility Services and Surplus Warehouse Manager. Provide hard copy to Facilities Operations Accounting staff.
- 3.1.12 Facilities Operations Accounting staff will create the BANFIN-32 and attach the Monthly Sales Report to be sent with the check to State Surplus and deliver to Accounting Services the next business day.

3.2 Surplus Yard Sale Procedure

3.2.2 Surplus Yard Sales are possible with permission from State Surplus Property Agency.

Agency must complete the following steps:

- Determine marketability of items, send disposal request of items that do not sell post sale
- Send email with each item to be sold to State Surplus Agency. Prices will be mutually set by institution and State Surplus Office; State Surplus Office does hold “last word” on all pricing options.
- Notify public 20 days in advance of sale, notification must include property for sale, date, time, place, payment method and advertise as “as is, where is”.
- Provide a copy of sales documentation and check for total amount of sales to State Surplus Office for processing.

4 Revision Table

Revision #	Section #	Summary of Changes	Approval Date
D.26.01		Outlined the steps University Departments need to follow for the disposal of surplus property belonging to UNCG entities.	7/1/19