Surplus Sales and Disposal Policy
Statement

1) Purpose:

Western Michigan University's Surplus Sales area is assigned the responsibility to dispose of items that are no longer of use to the University. This is accomplished via re-purposing items to other University departments, sales to the general public, recycling, scrap sales and donations to local non-profit organizations. All possibilities of disposal are explored before sending items to the landfill, Surplus Sales reports to the Maintenance Stores manager as part of the Logistical Services area.

2) Definitions:

Surplus is defined as equipment, supplies, materials, saleable waste and scrap. Land and buildings are not included within this definition.

a. Surplus commodities – Usable in its present condition but no longer useful to a particular department and/or unit.

b. Salvageable goods – Having value but requiring repairs to make usable. In reporting salvageable items, the disposal request should show the condition of items, if information is available.

c. Scrap – Saleable for scrap value only. Having no future value as a usable commodity to other departments/units in its present condition. These items will be disposed of by the Surplus Sales area, as directed by the Maintenance Stores Manager.

d. Worthless Equipment – Broken or worn-out items having no saleable scrap value. The final determination of value will be made by the University’s Maintenance Stores Manager with agreement of one other manager from the Logistical Services Department. Opinion of disposing department is encouraged.

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3) **Information:**

a. Departments are encouraged to examine equipment inventories and report all commodities that can be released to Surplus Sales without detriment to the department/unit.

b. It is the responsibility of Surplus Sales, Maintenance Stores Division, to arrange for and control the disposal of all University used and/or surplus equipment, including the disposal of all scrap materials.

c. All funds derived from the sale of each surplus item of $50.00 or more will be credited back to the appropriate department or as otherwise agreed to by the Maintenance Stores Manager. If a department has a large lot of saleable items to dispose of, Surplus Sales will work with the department to determine if there are any reimbursement possibilities.

d. After sale or disposal of surplus commodities, where applicable, appropriate inventory information will be forwarded to the Plant Accounting Office.

e. If an item contains any suspected hazardous materials, including but not limited to hazardous liquids, toxic or hazardous gases, hazardous powders or solids, or any materials that may have a detrimental effect on the environment, departments must notify WMU’s Environmental Health and Safety Department (387-5588) to assist with proper disposal prior to submitting the surplus disposal form. Also WMU’s Environmental Health and Safety Department should be notified if any dangerous device may be a component of any surplus item (i.e. Lasers). If labeling indicates any radioactive materials are present please contact WMU’s Radiation Safety Officer at 387-5933 immediately. WMU Surplus Sales will not assume any responsibility for items containing hazardous material after removal from department.

4) **Declaration of Surplus Equipment:**

All commodities determined to be of no further use to the department will be reported to Surplus Sales, using a Surplus Equipment Disposal Form with an appropriate department authorization/signature. Surplus Equipment Disposal Forms are available on the web at [http://www.obf.wmich.edu/logistical-services/stores-docs/SurplusEquipment.pdf](http://www.obf.wmich.edu/logistical-services/stores-docs/SurplusEquipment.pdf) and from the Maintenance Stores Office. Each form should include the following:

a. A full description of each item including WMU tag (inventory) number if available. Please provide manufacturer, serial number and model number if known.

b. Pick-up information such as building, room number and contact person.

c. If the disposing department has knowledge of resale value and the names of

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interested buyers, this information should be provided.

d. Authorization/signature from Grants and Contracts Office if equipment was purchased with Grants and Contracts funds.

e. Departments are responsible for cleaning all data including operating systems from computers and electronic equipment, (i.e.: copiers, fax machines, etc.) before submitting for surplus disposal. Surplus Sales will not be responsible for information that has not been properly cleaned or “wiped” from the equipment.

5) **Available Surplus Equipment:**

a. Before items are offered for sale to external customers, surplus equipment will first be made available to University Departments. Surplus Sales will maintain a list of departmental requests and advise departments should item(s) become available for their use.

b. Surplus Sales will maintain a current inventory of all commodities in their control for sale or reissue to University Departments.

6) **Sale of University Surplus Equipment:**

Surplus Sales has the authority to dispose of all University surplus equipment via whatever means it determines to be in the best interest of the University. Acceptable means of disposal are:

a. **Redistribution within the campus community.** Before items are offered for sale to outside purchasers, the surplus equipment will first be offered to University Departments/Units. All internal sales will be via JES. The Surplus Sales Office will maintain a list of wanted commodities. Requests will be filled on a first come first serve basis. As surplus commodities are received, Surplus Sales will audit its current requests and make available all requested items for resale or redistribution to the University Community.

b. **Employee sale.** Departments may sell commodities to its employees at fair market value. Prices will be established by owning department and Maintenance Stores Manager/Surplus Sales coordinator. Departments may need to consult with the Office of Information Technology area or Surplus Sales to verify fair market pricing for computing equipment. Departments are responsible for the cleaning of hard drives on any electronic device sold to an employee. A copy of these transactions must be kept in departmental files for audit review. A copy of these transactions should also be sent to Maintenance Stores/Surplus Sales.

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c. **Public sale.** Public sales are hosted every other week on sale dates determined by Maintenance Stores Manager. Sale prices will be established by submitting departments and/or Maintenance Stores Manager/Surplus Sales Coordinator. Sale dates are located at the following website:

http://www.wmich.edu/logisticalservices/stores/index.html

d. **Public auction.** Public auctions may be hosted when the surplus inventory warrants, as determined by Maintenance Stores Manager. Items will be sold to the highest bidder. Some items may require a minimum bid as determined by the submitting department and/or Maintenance Stores Manager/Surplus Sales Coordinator.

e. **Sealed bid.** Some surplus commodities, especially those of high dollar value and/or specialized items (such as vehicles), may be sold via sealed bid. These situations will be determined by the Maintenance Stores Manager with collaboration from the submitting department.

f. **Web site.** Designated surplus items may be advertised for sale via the Maintenance Stores web site:

http://www.obf.wmich.edu/logistical-services/stores.html

Items also are advertised on websites such as Facebook and PublicSurplus.com.

Any other means of disposal must be approved by the Vice President of Business & Finance or designee.

Surplus equipment that cannot be repurposed by sale, reissue or donation to charitable organizations will be disposed of in the most cost effective, environmentally acceptable manner available. All commodities declared worthless must have the approval of Logistical Services management representatives.

**Further Surplus Sales information available from:**

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