

**Subject: Changes to Surplus Materials Disposal Policy #4.51.**

**Effective Date: October 1, 2011**

The following changes have been made to the Surplus Materials Disposal Policy:

Under Policy Section II "Responsibility", bullet "D" has been added and reads:

- "No individual employee may personally benefit from the sale of university or contractor-owned material or equipment. Individuals or groups who take, sell, or benefit from the sale of such items will be subject to criminal prosecution and/or corrective action up to and including termination."

Under Procedure Section I / Heading G / Subheading 3, "Sale of Technical or Specialized Equipment", the following changes have been made:

- Bullet "e" now reads:  
"For items that are sold outside the SPMS, departments and colleges must complete the AM0001 Application for Asset Retirement Form. The retirement form and copy of the documented approval of the sale obtained from Surplus are to be forwarded to the Asset Management department when the items are taken out of service."
- Bullet "f" (which had read: "Upon completion of the sale, a copy of the equipment retirement form and the payment must be sent to Surplus Materials Disposal. Proceeds from these sales will be deposited by Surplus Materials Disposal into the specified chartfield combination provided by the department or college.")  
**has been deleted in its entirety.**

## **Subject: Changes to Surplus Materials Disposal Policy #4.51.**

**Effective Date: November 1, 2011**

The following changes have been made to the Surplus Materials Disposal Policy:

### **Under Policy Section**

- Section IV "Ownership of Assets"/Subsection D - the last sentence which had read, "System user training is provided by Surplus Materials Disposal and is required for new user", *has been replaced with*: "System user training is provided through the Carmen on line training program and is required for new users."

### **Under Procedure Section**

- Section I, "Disposition of Surplus Property":
  - Subsection F – which had been entitled "Interdepartmental Transfers" *is now entitled* "Transfer to another Ohio State Organization."
  - Subsection F - bullets 1 through 3, which had read:
    1. "Transfer or sale of property between colleges and departments is permitted and requires interdepartmental transfer requests be completed in the SPMS to record the transactions."
    2. "Prior to receipt of surplus property in the surplus warehouse, departments and colleges are able to view items available in other departments and colleges for possible sale or transfer using SPMS."
    3. "Value and price determinations may be negotiated between the organizations. Surplus Materials Disposal staff is available to provide assistance."*...have been replaced in their entirety with*:
    1. "Transfer of property to another Ohio State organization is covered by Asset Management policy #4.21."
  - Subsection G, "Transfer or Sale of University Property":
    1. Bullet number 1, which had read "Interdepartmental Transfer", *now reads* "Transfer from Surplus to another Ohio State Organization."
  - Subsection H, "Donating University Property", bullets 1 through 3, which had read:
    1. "University property may be donated to IRS designated 501(c) (3) charitable organizations, such as schools, churches, shelters, etc."
    2. "Departments and colleges donating university property must complete a disposal request in the SPMS indicating which organization is to receive the donation."
    3. "Prior to donating, the department or college must receive a copy of the IRS letter granting the organization 501(c) (3) tax exempt status for auditing purpose."*...have been replaced in their entirety with*:
    1. "University property may be donated by the college or department to IRS designated 501(c)3 charitable organizations, such as schools, churches, etc."
    2. "Prior to making the donation, the college or department must obtain a copy of the IRS letter granting the organization 501(c)3 tax exempt status."
    3. "All donations must be authorized by the dean or vice president and documented in accordance with departmental procedures."
    4. "An Asset Retirement Form (AM0001) must be completed for donated capitalized assets."
- Section II "Freight Options":
  - Subsection A, bullet number 1, last sentence, which had read:

"Deliveries are accepted on Monday, Wednesday, Thursday and Friday from 7:00 A.M. – 3:30 P.M", *has been replaced with*: "Deliveries are accepted on Monday, Wednesday, Thursday and Friday from 7:30 A.M. – 3:00 P.M."