

R558-1. Purpose: To provide for certain interaction between the institutions and the State Division of Purchasing and General Services relating to surplus property.

R558-2. References

- 2.1. Utah Code §63A 2-402 (State surplus property program – Participation by institutions of higher education)

R558-3. Definitions

- 3.1. **Surplus Property:** Surplus property means property purchased by, seized by, or donated to, an institution which is no longer needed by the institution and is to be disposed of by the institution. Surplus property does not mean real property.
- 3.2. **Internal Transfer:** Internal transfer means transfer of surplus property internally within an institution.
- 3.3. **External Sale:** External sale means disposition of property outside of the institution.

R558-4. Policy

- 4.1. **Institutional Programs:** Each institution shall maintain its own surplus property program.
- 4.2. **External Sale:** External disposition of property shall be in compliance with applicable restrictions of any donor, the federal government, or other entity from which the property was originally acquired.
- 4.3. **Preference for Internal Use:** Institutions are encouraged to transfer surplus property internally before disposing of the property externally.
- 4.4. **Notification to State Division of Purchasing and General Services:** Each institution shall submit to the State Division of Purchasing and General Services a listing of vehicles available for sale outside the institution, at least 15 days prior to the intended sale date.
- 4.5. **Preference for Acquisitions of Surplus Property:** Institutions are encouraged to acquire federal surplus property from the State Division of Purchasing and General Services or from other institutions in order to reduce expenditures.
- 4.6. **Retention of Proceeds:** Proceeds from the sale of surplus property are retained by the institution.
- 4.7. **Oversight by and Report to the Board of Trustees:** The Board of Trustees of each institution is responsible for general oversight of surplus property operations. Each institution shall report annually to its Board of Trustees regarding its surplus property operation. The report shall provide information on revenues, expenditures and allocation of net revenues in a form specified in the annual budget process.

¹ Approved June 15, 1994; amended November 3, 1995, September 2, 1999 and July 19, 2013.