

## POLICY CONCEPT FORM

<b>Name and UO Title/Affiliation:</b>	Cheyenne Dickenson, Property Control Inventory Specialist, Business Affairs
<b>Policy Title &amp; # (if applicable):</b>	Equipment
<b>Submitted on Behalf Of:</b>	Brett Giles, Assistant Director Financial Services and Property Control Manager, Business Affairs
<b>Responsible Executive Officer:</b>	Kelly Wolf, Associate Vice President, Business Affairs

**SELECT ONE:**  New Policy  Revision  Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes  No

**If yes, which attorney(s):** Ryan Hagemann

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

**To combine "Equipment" and "Surplus Property Disposal" policies into one.**

### Related:

University Fiscal Policy IV.04.05

Vehicles IV.08.03

Information Asset Classification & Management IV.06.02

Environment and Sustainability IV.07.05

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

[UO Property Control website procedures](#)

[GASB Codification Section 1400 - Reporting Capital Assets](#)

[Uniform Guidance for Federal Awards 2 C.F.R. § 200.313 Equipment](#)

[Uniform Guidance for Federal Awards 2 C.F.R. § 200.439 Equipment and other capital expenditures](#)

[UO Record Retention Schedule 206-30-315, 407-30-105, 407-30-115, 407-30-120, 409-10-110, 409-30-105, 403-10-110](#)

[UO Storage Sanitization Procedure](#)

[UO Minimum Information Security Controls Standard](#)

## STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

Equipment policy has not been reviewed since before institutional governance under the UO Board of Trustees was implemented and a new policy library and taxonomy were adopted. The Surplus Property Disposal policy had updated language for governance, but the bulk of the text originated from an old OAR. Our revised policy has removed all language relating to the policy authority under the Oregon University System, and updated citations including applicable federal regulations and GASB rules. The subjects of equipment ownership, use, and disposal are all intertwined issues managed by the same unit (Property Control) and the two policies have been combined here and re-structured under clear headings.

Specific information areas that were not previously addressed are: a section on capital asset policy, references to the IS policy on asset management/data sanitization, and clarification that loans are authorized by a department with a contract from PCS. In terms of equipment disposal there is an added statement on environmental standards, more accurate language on sponsored projects and donations, and a revised section on records retention policy.

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## AFFECTED PARTIES

*Who is impacted by this change, and how?*

This policy applies to UO staff, faculty, students, and volunteers who use, manage, or possess university equipment.

Despite the significant edits to the text, these changes reflect existing procedures, and will have little change to the university's current operations. However, clearly stated equipment policy will help communicate expected standards from campus units.

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## CONSULTED STAKEHOLDERS

Name	Office	Date
Jill Ritz, Phil Davis	Finance and Accounting, Business Affairs	4/2023
Mark McCulloch	Information Systems, Business Affairs	6/2023
Gary Sullivan	User Support Services	6/2023
Jose Dominguez	Information Security Office	6/2023
Leah Ladley	Internal Audit	8/2023
Steven Harris	CPFM: Fleet Services	9/2023
Elise Landry	Sponsored Project Services	10/2023

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### Reason for Policy

~~To identify limitations on use and disposal of University equipment.~~

To ensure proper management of university property.

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### Entities Affected by this Policy

This policy applies to faculty, staff, students, and volunteers who use, manage, or are in possession of university property.

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### Web Site Address for this Policy

<https://policies.uoregon.edu/policy/by/1/04-facilities/equipment>

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### Responsible Office

~~Business Affairs — Kelly Wolf~~ For questions about this policy, please contact the Property Control in Business Affairs [propertycontrol@uoregon.edu](mailto:propertycontrol@uoregon.edu)

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### Enactment & Revision History

08-February-2010 Policy number revised from 4.000 to 4.00.06

04-April-1986 Reviewed and Approved by President's Staff.

04-April-1986 Issued by Vice-President for Administration

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### Policy

~~Individual departments or other units of the University are charged with stewardship responsibility for the equipment under their control. However, ownership of University equipment is vested in the University of Oregon on behalf of the Oregon State Board of Higher Education, and not in any specific unit or department regardless of whether the equipment was purchased with University funds or donated by an external agency or private individual. Such items need not be listed on the University's equipment inventory to qualify as University equipment.~~

~~University equipment may be used only in the conduct of University-related activities. Except as required for the proper accomplishment of the University's mission or for the obvious and~~

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**Equipment**  
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~~recognized purposes of an individual unit or department, University equipment may not be borrowed by, or rented or loaned to any person or group for non-University purposes without the prior written approval of the Vice President for Administration, on the recommendation of the appropriate dean or director.~~

~~Department heads and unit directors may loan or rent equipment under their stewardship to other units of the University for University purposes and are free to transfer control of equipment to other University units upon the agreement of both unit directors and in compliance with University inventory control procedures. They also may negotiate with equipment vendors for the trade-in value of equipment they intend to replace in compliance with State Board purchasing policies and procedures.~~

~~When an item listed on the University's equipment inventory is no longer needed or when it is judged to be of no value, the Office of Business Affairs shall be notified. The Office of Business Affairs is authorized to declare such equipment surplus or scrap and to determine how it shall be disposed of according to appropriate State Board policies and procedures.~~

#### **Definition**

This policy refers to tangible, movable, personal property owned or considered owned by the University of Oregon (UO), herein referred to as 'property' or 'equipment.' This policy also applies to leased equipment for the duration defined by the contract.

#### **Authority**

Ownership of all university equipment is vested in the UO, and not in any specific unit, department, or grant recipient regardless of whether the equipment was purchased with university funds, grants funds, UO Foundation funds, transferred from outside institutions, or gifted. Individual departments or other units of the university are charged with the stewardship of equipment under their control. Property Control will create, manage, and publish procedures in support of this policy.

#### **Capital Assets**

Capital assets are equipment having a useful life of more than one year and a per-unit acquisition cost which meets or exceeds the capitalization threshold. These assets are assigned unique identifiers and added to UO property records upon acquisition, and are inventoried on a biennial basis by Property Control until disposed. Depreciable property is depreciated on a monthly basis for the course of its assigned useful life. Property accessioned in art, museum, or library collections is generally exempt from Property Control inventory procedures.

#### **Equipment Use**

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University equipment is intended only for university-related business and activities. UO personnel may loan, rent, or permanently transfer equipment under their stewardship to other units of the UO for university purposes upon the agreement of both unit directors and in compliance with university Property Control procedures. University equipment may be rented or loaned to an entity for non-UO purposes only with the prior written approval of the department head and upon completion of the appropriate contract. Equipment acquired with sponsored funds must be used for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project. In all cases, computer and IT equipment must adhere to university minimum information security controls.

**Disposal**

**1. General:** Surplus property is all UO personal property, including lost, mislaid, or abandoned property, vehicles, and titled equipment that is worn-out, obsolete or excess to the university's needs, or otherwise unsuitable for intended use. When any UO equipment is judged to be surplus, usable items are to be offered to other UO departments before external disposal.

All disposals of capital assets, and all sales or donations of any equipment to outside entities, must be coordinated with Property Control. The UO may, in accordance with this policy, dispose of any surplus property except as restricted by sponsored project or gift provisions.

**2. Methods of Disposal:** Disposal of surplus property will be accomplished in accordance with all federal, state, and local regulations regarding environmental health and recycling. If ownership of surplus property is transferred to another party, the acquiring party assumes environmental responsibility when title transfers. The UO shall strive to partner with entities that hold themselves to high environmental standards.

Disposal methods include, but are not limited to, donations, exchanges, trade-ins, auctions, sealed bid sales, scrapping, e-waste, fixed price retail sales, and web-based auctions or sales. Those making equipment disposals should consider the most safe, expedient, environmentally conscious, and cost-effective manner available. Please consider also:

**(a) Exchange or Trade-in:** The university may exchange or trade-in equipment when such method is in the best interest of the university. Records will be kept regarding the valuation methodology used in evaluating the benefits of the available methods.

**(b) Transfer or Donation:** University equipment may be transferred to a government or approved non-profit entity only with the prior written approval of the department head and Property Control.

(c) Sale: The sale of any university property to an outside entity or person must be approved by the department head and Property Control, or otherwise approved under a department surplus sale plan.

**4. Sponsored or Gifted Property:** Disposition of property acquired by a sponsored project will be disposed of in accordance with the applicable agency or grant terms, if any. Disposition of property acquired by gift will be done in accordance with the Internal Revenue Code and any restrictions applicable to the property. Otherwise, such property will be disposed of in accordance with UO policy.

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**5. Computer and Other Electronic Storage Devices and Media (E-waste):** Prior to the disposal of any computer, computer peripheral, computer software, or electronic storage device containing medium or high-risk data, the designated personnel shall follow Information Services' Storage Sanitization Procedure.

**6. Conditions and Eligibility:** No current or former employee or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process.

No employee whether full-time, part-time, temporary or unpaid volunteer, member of the employee's household, the employee's immediate family, or any person or business acting on the employee's behalf may acquire surplus if the employee has had any role in declaring the item surplus, processing the item or related paperwork, or offering it for sale.

All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. A purchaser or disappointed bidder will have no recourse against the State of Oregon, UO, or any of its officers, employees, or agents. All sales will be final.

Title to surplus property is transferred to the purchaser when the university makes the item available to the purchaser either by the purchaser, purchaser's agent, or purchaser's designated shipper taking possession of the item. Surplus property must be paid for in full before the university will make it available to the purchaser. Purchaser assumes all responsibility, including risk of loss or damage, for the item when title is transferred. Surplus property paid for, but not claimed with the time specified in the sales terms and conditions will be conclusively considered the property of the UO.

**Records Management:** All equipment purchases, disposals, leases, loans, and maintenance must be documented, and related records must be retained in accordance with the University of Oregon Record Retention Schedule. Disposal records for assets, whether or not capitalized, will include a description of property, reason, date, method of disposal, and, if capitalized, asset number.

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**Related Resources**

[\(See also OAR 580-50-035 and FASOM 02.40A\[2\], 4101, 4102, 4111, 4113, 4150, 4201\)](#)

[GASB Codification Section 1400 - Reporting Capital Assets](#)

[Uniform Guidance for Federal Awards 2 C.F.R. § 200.313 Equipment](#)

[Uniform Guidance for Federal Awards 2 C.F.R. § 200.439 Equipment and other capital expenditures.](#)

[UO Record Retention Schedule 206-30-315, 407-30-105, 407-30-115, 407-30-120, 409-10-110, 409-30-105, 403-10-110](#)

[Storage Sanitization Procedure](#)

[Minimum Information Security Controls Standard](#)

[University Fiscal Policy: Fixed Assets Administration](#)

[Property Control website](#)

### Reason for Policy

~~This policy outlines former SBHE directions on surplus property disposal.~~

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### Entities Affected by this Policy

~~General UO audience.~~

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### Web Site Address for this Policy

~~[https://policies.uoregon.edu/surplus\\_property\\_disposal](https://policies.uoregon.edu/surplus_property_disposal)~~

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### Responsible Office

~~For questions about this policy, please contact the Office of Business Affairs at 541-346-1111~~

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### Enactment & Revision History

~~02 September 2015— Technical revisions enacted by the university~~

~~01 July 2014— Became a University of Oregon Policy by operation of law~~

~~Former Oregon Administrative Rule Chapter 580 Division 22, Section 0115~~

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### Policy

~~**[remaining text below has been incorporated into 04.00.06 Equipment]**~~

#### ~~**A. Purpose**~~

~~These policies establish, for the University, a process for disposal of surplus and scrap property that safeguard's state assets, creates efficiency in surplusing or scrapping, maximizes the value received for property that is surplus to University needs, and is attentive to environmental impacts.~~

#### ~~**B. Definitions**~~

~~For purposes of Sections H through R, unless context requires otherwise:~~

~~(1) "Board" means University of Oregon Board of Trustees.~~



~~(2) "President's Office" means the offices that provide direct administrative support to the President.~~

~~(3) "Employee" means a person who, within the last twelve months, has been paid a wage for full-time, part-time, or temporary work by the University.~~

~~(4) "Federally Funded Surplus Property" means personal property, vehicles, and titled equipment, purchased with federal grant or other federal funds and that is worn out, obsolete, or excess to the University's needs, or otherwise unsuitable for intended use, the disposal of which would be to the financial benefit of the University.~~

~~(5) "University" means University of Oregon.~~

~~(6) "President" means the chief executive officer of The University of Oregon or designee.~~

~~(7) "Scrap" means materials, including lost, mislaid, or abandoned property having no financial value or such low financial value as to make sale not cost effective.~~

(8) "Surplus Property" means all personal property, including lost, mislaid or abandoned property, vehicles and titled equipment that is worn-out, obsolete or excess to the University's needs, or otherwise unsuitable for intended use, the disposal of which would be to the financial benefit of the University.

### **C. General**

(1) The University may, in accordance with this policy, dispose of any worn out, obsolete, scrap, or otherwise unsuitable surplus property, the disposal of which would be to the benefit of the University, except as set forth in subsection (2).

~~(2) This policies does not apply to any equipment, goods, supplies, material, information technology or other personal property encumbered by a certificate of participation that will be disposed of in accordance with applicable law.~~

### **D. Delegations**

~~The University may follow the procedures set out herein or adopt its own rules, which rules will conform to the purposes set out below. Prior to adoption, the Vice President for Finance and Administration must approve the policies developed by the campus. In addition, the Board delegates to the President responsibility for implementing this policy . Purposes: Policy developed for surplus and scrap property will:~~

~~(1) Safeguard state assets;~~

~~(2) Create efficiency in surplusing or scrapping;~~

~~(3) Maximize the value received for property to the extent consistent with efficiency; and~~

~~(4) Attempt to reduce negative environmental impacts.~~

#### **E. Environmental Standards**

Disposal of surplus property and scrap will be accomplished in accordance with all state, federal, and local regulations regarding environmental health and recycling. If ownership of surplus property or scrap is transferred to another party, the University must document passing of title. The acquiring party assumes environmental responsibility when title transfers.

#### **F. Maintenance of Proper Inventory Records and Justification of Sale or Disposal**

(1) The University will set thresholds and standards that identify by value or type, for personal property for which disposal records must be maintained.

(2) Disposal records for assets, whether or not capitalized, will include the following information:

- (a) Description of property and, if capitalized, asset number; and
- (b) Reason, date, and method of disposal.

#### **G. Disposition of Federally Funded Surplus Property**

Federally funded property will be disposed of in accordance with applicable federal law or federal grant terms, if any. Otherwise, such property will be disposed of in accordance with these rules, or institution rules adopted hereunder.

#### **H. Disposition of Property Acquired by Gift**

Disposition of property acquired by gift will be in accordance with the Internal Revenue Code and any restrictions applicable to the property. Otherwise, the property will be disposed of in accordance with these or institution rules adopted hereunder.

#### **I. Exchange or Trade-in Option**

The University may exchange or trade-in property when such exchange or trade-in is in the best interest of the University and is otherwise in compliance with applicable rules or policy. Exchange or trade-in will be considered disposal for purposes of this policy. Records will be kept regarding the valuation methodology used in evaluating the relative benefits of trade-in, exchange or sale.

#### **J. Transfer of Property to a Collaborating Government or Non-Profit Institution**

Transfers of surplus property or scrap may be made to a collaborating government or other non-profit institution when intended for University purposes and consistent with restrictions on its transfer.

#### **K. Method of Disposal; Eligibility to Acquire**

(1) The University will use a method of disposal that is cost-effective, taking into account the costs of disposal and the potential for financial return. Disposal methods include, but are not limited to, exchanges, trade-ins, auctions, sealed bid sales, scrapping, fixed price retail sales, donation to other state agencies, Oregon political subdivisions, public non-profits, web-based auctions or sales and, for scrap, transfer for no valuable consideration.

(2) No current or former employee or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process.

(3) All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. A purchaser or disappointed bidder will have no recourse against the State of Oregon, the University, or any of its officers, employees, or agents. All sales will be final.

~~(4) The University may provide that payment may be made by credit card, cash, cashier's check, personal check, wire transfer, or money order.~~

(5) Surplus property paid for, but not claimed with the time specified in the sales terms and conditions will be conclusively considered the property of the University and may be disposed of in compliance with this policy.

(6) Title to surplus property or scrap is transferred to the purchaser when the University makes the item available to the purchaser either by the purchaser, purchaser's agent, or purchaser's or institution's designated shipper taking possession of the item. Surplus property must be paid for in full before the University will make it available to the purchaser. Purchaser assumes all responsibility, including risk of loss or damage, for the item when title is transferred.

#### **L. Disposal of Computer and Other Electronic Storage Devices and Media**

Prior to disposal of any computer, computer peripheral, computer software, electronic storage device, or storage media device, the University will, as applicable, completely erase or otherwise render unreadable all information, data, and software residing on the Device, unless the information, data, or software is to be conveyed and may be conveyed lawfully.

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#### **Related Resources**