

21.01.10.R0.01 Surplus or Salvage Property

Approved April 4, 2011



Procedure Statement

Pursuant to System Regulation 21.01.10 Surplus or Salvage Property, Texas A&M University-Commerce provides written procedures for the disposition of surplus or salvage property that can be used for instructional purposes

Reason for Procedure

This procedure establishes disposal methods for surplus or salvage property.

Procedures and Responsibilities

1. GENERAL

- 1.1 Surplus or salvage property accumulated at Texas A&M University-Commerce will be held until such time that notice is provided that allows for the direct transfer of materials or equipment that can be used for instructional purposes to a public school, school district, or assistance organization designated by the school district, under terms agreeable to both A&M Commerce and the recipient.
- 1.2 By means of email, Texas A&M University-Commerce will notify the Boles, Campbell, Commerce, Cooper, Cumby, Fannidel, Greenville, and Wolfe City school districts when surplus or salvage property that could be used for instructional purposes is available.
- 1.3 These school districts will be able to review the list of surplus instructional items by accessing a link on the Texas A&M University-Commerce web site. A prescribed three-day period to inspect the items will be set, and the school districts can then claim, on a first-come, first-served basis, any item available. Items remaining after the three-day inspection period will be sold later at public auction.
- 1.4 If two or more schools, school districts, or assistance organizations seek to acquire the same property under substantially similar terms, preference must be given to low-performing schools, as determined by the Commissioner of Education, or school districts with a taxable wealth per student entitling the district to an allotment of state funds under

Subchapter F, Section 302, Chapter 42, Education Code, or to the assistance organization designated by such a school district.

2. DATA PROCESSING EQUIPMENT

All surplus/salvage data processing equipment that is not transferred to a public school, school district, or assistance organization specified by the school district, or disposed of under another law, must be transferred to Texas Correctional Industries (TCI) *Texas Department of Criminal Justice* without reimbursement. TCI has the right to refuse this equipment. Data processing equipment is defined in Government Code Section 2054.003(3)(A) as follows:

Central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data storage devices, document scanners, data entry equipment, terminal controllers, data terminal equipment, computer-based word processing systems, other than memory typewriters and equipment and systems for computer networks.

3. SURPLUS PROPERTY WITHOUT A USEFUL LIFE

Per State Property Accounting (SPA) Policy, for property to be considered surplus, it must have additional useful life. Thus, if goods are damaged, they can be destroyed by the appropriate surplus member, without being advertised.

Related Statutes, Policies, or Requirements

System Regulation [21.01.10 Surplus or Salvage Property](#)

Contact Office

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