

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Sale of Scrap and Other Material

Procedure No.: PP-290

Date: 6/5/96

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I. Purpose

To establish the procedure for the disposal of surplus/scrap material.

II Scope

This procedure applies to all material which has no known use in the operating, constructing or repairing functions of the University within the next 12- to 24- month period.

III. Responsibility

The Director of Procurement and General Services via the Property Manager is responsible for implementation of this procedure.

IV. Related Procedure

The identification and handling of surplus/scrap material is to be accomplished in accordance with the Texas A&M University System Equipment Management Manual and the State of Texas Property Accounting System.

V. Disposition of Surplus/Scrap Material

Consultation among the appropriate department managers will determine the final disposition.

VI. Procedure

The Property Manager, under the supervision of the Director of Procurement, will be responsible for overseeing the sale of all surplus and scrap property. The Office of Procurement and General Services shall establish contracts, conduct auctions, and advertise bids for the sale of all surplus and scrap property.

Specific authorization will be given to the Property Manger from the Director of Procurement and General Services for the sale of inventoried items.