

SURPLUS POLICIES AND PROCEDURES

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF PROCUREMENT

RESPONSIBLE OFFICE: OFFICE OF PROCUREMENT

I. POLICY STATEMENT

Viewing By Internal Departments:

Departments are encouraged to view surplus items during the hours of operation. There is no cost for departments to claim surplus materials or equipment, but the item(s) must be used by the department and are not permitted to leave campus, be sold, or given to individuals for personal use. In some cases items can be donated, please review our donation procedures for more information.

In most cases an internal work order through the labor crew can be used to transfer the items, however if items have an NKU Asset tag then a Surplus Transfer Form must be filled to transfer the items to the receiving department's inventory. Please review our "How to Surplus Equipment and Computers" policy for further detail.

GovDeals.com:

NKU has recently partnered with GovDeals.com to auction off surplus equipment. If you have any interest in bidding on the equipment please visit: www.govdeals.com/nku. You will need to first register as a bidder. You may do so by clicking the red "Register" box in the upper right hand corner. All questions concerning govdeals.com or any equipment posted on govdeals.com should be sent to Eli Baird (Bairde1@nku.edu).

Surplus Procedures:

Employee Surplus Computer Purchase Program

When an individual receives a replacement PC or MAC, the computer that is declared surplus by the department may be purchased by the individual that received the new computer, as long as the unit is no longer needed by NKU. Some systems may be repurposed and may not qualify for employee purchase. If the system is no longer needed in other areas of the university, the employee who had their unit replaced may buy the unit at the Buy It Now price before it is sent to surplus property for auction.

How to Surplus Equipment & Computers

In order to keep an accurate record of all equipment that is being transferred or sent to surplus property, the following procedures have been created to make the process easier, along with a new surplus equipment transfer form and computer transfer form (These forms are available from Mail/Distribution Services or the Surplus Warehouse).

Surplus Computer Sales

We will establish a minimum bid price, as determined by previous surplus property sales,

and a "buy-it-now" price. These sales will be posted on our website and may be purchased at the "buy-it-now" price. At the "buy-it-now" price, the PC will be sold on a first come first served basis.

Requesting Surplus Donations

Surplus equipment may be donated to qualifying schools, non-profit organizations and social service agencies.

Buy It Now Pricing

The following is a price list of furniture that is frequently in stock in SURPLUS for sale to individuals. Items not on this list are NOT for sale, except at specified Surplus Bid Sales.

II. ENTITIES AFFECTED

Staff

RELATED POLICIES

Commonwealth of Kentucky and Federal Government Public Surplus Sales:

- [Federal Government Public Surplus Sales](#)
- [State of Kentucky Public Sale Schedule](#)
- [State of Kentucky Surplus Items on eBay](#)

Commonwealth of Kentucky Statutes and NKU Surplus Policies:

- [Kentucky Revised Statutes-164A.575\(7\) Surplus Authority](#)
- [Delegation of surplus property to the Director of Procurement Services, AR-II-3.0-9\(d\)](#)
- [Approved methods for disposing surplus property, AR-II-3.0-10](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	