The purpose of this policy is to document the creation of a UW-Platteville Surplus Program within Facilities Management for managing and disposing of state surplus property on the UW-Platteville campus.

BACKGROUND:
State surplus property must be disposed of according to the State Procurement Manual. Currently, each department or program at UW-Platteville is responsible for properly disposing of their own surplus property. This policy will institute a centralized Surplus Program for campus surplus disposal and sales where the Surplus Program has the sole authority for disposal of surplus and abandoned property at UW-Platteville unless otherwise waived or noted below.

DEFINITIONS:
Department of Origin: The department, program, or area where the surplus item was previously housed and to whom any chargeback money will be sent.

Replacement Property: Property (supplies, materials or equipment) that has the following characteristics:
1. It is due to be replaced because of one or more of the following:
   a. It is beyond the specified date established in an agency replacement schedule.
   b. It meets established Department replacement criteria.
   c. It is technologically obsolete.
   d. It does not function in whole or in part.
2. It will be replaced within the standard replacement schedule or within the current fiscal year with property that is functionally similar.

Surplus Lot: Multiple like-items sold in one transaction.


Surplus Program Operational Costs: Operational costs include handling and selling costs related to surplus property. The following are examples operational costs:
  o Staff time (including overtime)
  o Storage expenses
  o Advertising
  o Transportation expenses
  o Legal expenses
- Insurance expenses
- Preparation expenses
- Repayment of master lease obligations or other debt on the property that is outstanding at the time of the sale

Surplus Program Operational Costs can be deducted from sale proceeds.

**UW-Platteville Property:** Property owned by UW-Platteville and paid for through a UW-Platteville account.

**Surplus Program:** The program developed in this policy, housed in Facilities Management, that will be responsible for handling state surplus sales for UW-Platteville.

**Surplus Property:** Property (supplies, materials or equipment) with the following characteristics:

1. It does not meet program needs because of one or more of the following:
   - a. It does not function in whole or in part.
   - b. It is technologically obsolete.
   - c. It is otherwise not useful to the program.
   - d. It is not needed in the foreseeable future to meet program responsibilities.
2. It will not be replaced within the standard replacement schedule or within the current fiscal year with property that is functionally similar.

**POLICY:**

- All UW-Platteville Surplus Property sales must occur through the UW-Platteville surplus program except for items otherwise exempt. The Purchasing Director has the final determination of exempt items.
- All Surplus Property handling and sales will comply with rules and regulations of the State Procurement Manual.
- Once an item has been accepted by the Surplus Program, the Department of Origin relinquishes all rights to the item.
- UW-Platteville is not responsible for the condition of item at sale, all items are sold as-is without warranty, and no returns will be accepted.
- Proceeds from the sale of all surplus property/replacement property will be deposited into the 136 Surplus Property account.
- Operational Costs related to surplus property can be deducted from sale proceeds.
- If, according to the surplus declaration form, the surplus item(s) in question will be replaced with a similar item or item that serves a similar purpose, Departments of Origin will be reimbursed via chargeback for replacement property at the following rate per final sale price of item or surplus lot:
  - $500 and below – Surplus Program retains all income from sale.
  - Above $500 – Surplus Program retains $500 and charges back 75% of all income above $500.
- If, according to the surplus declaration form, the surplus item(s) in question will NOT be replaced with a similar item or item that serves a similar purpose, the State Debt Stabilization Fund will be reimbursed at the following rate per final sale price of item or surplus lot:
  - $500 and below – Surplus Program retains all income from sale.
  - Above $500 – Surplus Program retains $500 and charges back 75% of all income above $500.
• At the end of each fiscal year, any sale proceeds generated above and beyond surplus Operational Costs for that year will be distributed back to departments that accounted for 5% or more of total sales at a rate relative to sales of that department during that year.
• UW-Platteville Surplus Program will only accept UW-Platteville Property at this time. Future agreements may allow the Surplus Program to also sell items belonging to other public institutions. Items other than UW-Platteville Property ARE NOT accepted by the Surplus Program.

PROCEDURE:
1) Department of Origin must declare item to the Surplus Program by submitting the form at: www.uwplatt.edu/go/restore or http://www.uwplatt.edu/facilities/forms
2) The Surplus Program retains the right to either redirect or deny acceptance of items, specifically, items that are substantially broken or unsellable may either be denied or the Department or Origin may choose to pay a fee for proper disposal of items.
3) All furniture declarations will be immediately forwarded onto the campus designer and custodial manager for review. Only these two positions may send furniture to surplus.
4) Declared items will be picked up within one week of Declaration and stored in Glenview Commons.
5) Surplus Program staff must use best judgment to determine best market value for all surplus items in compliance with the rules and regulations of the State Procurement Manual. Sale techniques will include, but are not limited to:
   a. Storefront sales held at regular intervals.
   b. Online sales through SWAP and wisconsinsurplus.com.
6) UW-Platteville departments and other Wisconsin State Agencies shall have first opportunity to purchase surplus items that meet the following characteristics:
   a. Currently valued at $250 or more,
   b. Are not otherwise exempt from internal sale (e.g. outdated technology).
7) Items that are subject to internal listing prior to public sale will be listed online by 8 a.m. each Friday for a minimum of one week before they are put on public sale.
8) Surplus Program staff will track sales and oversee chargebacks to Departments of Origin and the State Debt Reduction Fund.
9) The Surplus Program may implement handling fees for Surplus delivery in accordance with Physical Plant Policy governing “Chargeback of Physical Plant Services.”
10) If items do not sell within thirty days of public listing, the items may be disposed of by other means, in order of preference: Scrap for salvage value, donation to a verified non-profit, or scrapped for no value.

DISPUTE RESOLUTION:
Disputes over items included in this policy shall be resolved in the following manner:

• Disputes over posting procedures or the amount of a specific chargeback will be first brought to the attention of the Purchasing Director by the affected department, and then if not resolved to the Controller.