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Vice President of Administration

Auxiliary Services

September 2010

Office of the President

It is the policy of Claflin University to provide guidelines for safeguarding, custody and disposal of University property and equipment inventory.

This policy seeks to:

- Promote compliance with University By-Laws for University Property and Equipment Inventory (i.e., safeguarding of assets);
- Promote compliance with federal, state, and other legal requirements for grant- owned property and equipment inventory; and
- Promote the efficient management, sharing, and transfer of information among authorized University staff within prescribed security standards.

This policy does not address the real estate, which is addressed in the “Acquisition and /or Disposal of Real Estate” policy. Consult the attached University policy as aforementioned for further information about University Real Estate.

This policy applies to all University departments and offices as they relate to all University property and equipment inventory amounting to \$5,000 or more per item.

The _____ is responsible for developing and setting policies and standards for University property and equipment inventory. Further, in accordance with University by-laws, the Vice President of Fiscal Affairs is the official property custodian. However, the Vice President -

compliance with set policies and standards and overseeing the receipt, identification, tagging, placement, transfer, and /or disposal of University property and equipment inventory.

The _____ is responsible for accounting, implementation, and compliance with set policies and standards and overseeing the quality, consistency and effectiveness of the University's financial records management systems in the accounting area for grant

All equipment purchased by Claflin University personnel that requires set-up and installation must be reviewed to ensure that the University can support the equipment in regard to space and requirements for operation.

Prior to purchasing such equipment, an employee in conjunction with his/her supervisor must consult with Facilities Management staff to ensure that particular factors are considered. Considerations must be

other tangible assets to determine whether excess items are on hand. In the event such conditions exist user departments shall complete and forward to Director of Auxiliary Services a Transfer and /or Dispose of Property Form (see the attached form referred to hereinafter as a "Transfer Property" Form) specifying the items which are no longer required.

Upon receipt of a Transfer Property Form, the Director of Auxiliary Services verifies by serial number that the item(s) listed is part of the declaring department's property inventory. The accumulated depreciation is computed based on the original cost to arrive at a net book value.

After items are declared to be surplus, the Director of Auxiliary Services must determine the best method of disposition. Depending upon the condition and nature of items and the needs of other departments, items may be transferred, traded, sold by sealed bid, or sold as scrap.

- If surplus items are still operable and not obsolete, they should be transferred to other departments who need them. To accomplish this, the Director of Auxiliary Services will periodically circulate to all departments a listing of surplus property. Should a department have a need for any of the items listed, the Director of Auxiliary Services will arrange for a property transfer to the requesting department.
- - If a user department needs to purchase an item to replace obsolete equipment, and the surplus property cannot be used by another department, the Director of Auxiliary Services should explore the possibility of a trade-in. If trade-ins are acceptable on a particular equipment item, which a user department desires to replace, the bid solicitation should require bid prices with and without trade-ins, and indicate that an award may be made on either basis. In so doing, the best trade-in offer can be evaluated against the expected sale price for the obsolete item.
- If neither a transfer nor a trade-in is feasible, the Director of Auxiliary Services will arrange to sell the surplus property on a sealed bid basis. To accomplish this, a public notice of sale should be made and sealed bids requested from interested parties. The sale will be made to the highest bidder. Since the University is not in the business of selling property it is important that it be made clear to all bidders that the University makes no guarantees for items sold. However, to be fair the bid solicitation should describe the condition of items and list known defects, but beyond that, it should be indicated that the buyer assumes all risks.
- In the event surplus items are no longer operable, the Director of Auxiliary Services may sell them for scrap to the highest bidder.

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- The representative designated by a department to purchase supplies and equipment contacts the Director of Auxiliary Services to set up an appointment to view surplus property. An appointment will be canceled if a representative fails to arrive within thirty (30) minutes after the appointed time. Representatives from the releasing department should inform the Director of Auxiliary Services of any changes in scheduled appointments and vice versa.
 - Upon arrival, the representative is required to present valid University identification to authorized personnel who will then accompany him / her to the viewing area. A student representing a recognized student group should present authorization from the Office of Student Development and Services (i.e., student ID.)
 - Property selected will be labeled with the representative's name and the department's name and held until required documents are processed. In order to complete the transfer, Transfer and / or Dispose of Property Form must be prepared by the requesting department for submission to the Director of Auxiliary Services for the removal of property from surplus storage. On receipt

supporting publications, operation manual or brochure.

To ensure maximal accountability and protection of University property at all times,

All purchases of real estate must be pursuant to zone priority as determined by the Board of Trustees as part of the Claflin University Campus Master Plan.

To determine a parcel's value, the Vice President of Fiscal Affairs and /or a real estate staff member designee:

1. Will obtain appraisals from two independent fee appraisers, preferably

sale method will reflect market conditions and characteristics of the particular property as deemed appropriate by the Vice President of Fiscal Affairs.

Property may be sold without a public offering in certain circumstances:

1. Public Offering Resulted in No Acceptable Bids or Proposals.

Following a public offering in which no bid or proposal was accepted, property may be sold in a negotiated sale, provided the price is not less than the highest bid or proposal rejected.

2. Sale to a governmental and / or other Non-Profit entity.

Property may be sold to a governmental entity (i.e. town, city, county) or a non-

environmental investigations, surveys, title reviews, building evaluations, and necessary University, governmental and /or other corporate approvals.

The Vice President of Fiscal Affairs, or his designee represents the University at the closing of a University purchase or sale of real estate. In coordination with University counsel when appropriate, the deeds and any supplemental documents are prepared or reviewed. At closing, the Vice President of Fiscal Affairs, or a designee verifies payment or receipt of sale proceeds, orders title insurance, ensures payment of appropriate real estate taxes and special assessments due at closing, and ensures conveyance instruments will be recorded.

Following the closing, the Vice President of Fiscal Affairs or his designee files the Statement of Owner of Real Estate Claimed to be Exempt from Taxation with the appropriate city and county offices for properties acquired and reports the acquisition or sale as appropriate within the University community where / when appropriate.

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Division  

Date  

Supervisor of Current Custodian  	
Custodian of Receiving Department  	
Supervisor of Custodian of Rec'g Dept  	
Director of Auxiliary Services  	
Vice President of Fiscal Affairs  	

