



Approved: July 24, 2019  
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## Procedure Statement

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This procedure establishes disposal methods for surplus or salvage property at Texas A&M University-Texarkana (A&M-Texarkana). If the surplus or salvage property can be used for instructional purposes, preference must be given to transferring the property to a public school, school district or assistance organization designated by a school district under terms agreeable to both the member and the recipient, before disposing of the property in another manner.

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## Reason for Procedure

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This procedure is required by [System Regulation 21.01.10, Surplus or Salvage Property](#).

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## Procedures and Responsibilities

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### 1. GENERAL

- 1.1 A university department that determines it has any excess university property including surplus property or salvage property shall complete and submit a Property Additions and Deletions Form to the university's Property Manager. Based on the condition of the property, the -Property Manager or the Information Technology Department as appropriate shall determine whether the property is surplus or salvage.
- 1.2 Surplus or salvage property will first be offered within the A&M-Texarkana administration for transfer for use in other departments.
- 1.3 Any property that cannot be utilized on campus will be accumulated at A&M-Texarkana 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-Texarkana and the recipient. This notice shall be provided at least once per fiscal year.
  - 1.3.1 The A&M-Texarkana Property Manager will notify local State of Texas school districts when surplus or salvage property that could be used for instructional purposes is available. Notice will be given to districts within a 30 mile radius.
  - 1.3.2 School districts will have five (5) business days to inspect and/or claim the items under terms agreeable to both the member and the recipient. All available items are claimed on a first-come, first-served basis.

- 1.3.3 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.
- 1.4 Remaining surplus or salvage property will be communicated to the Texas Higher Education Coordinating Board (THECB) for publication for 5 days per [System Regulation 21.01.10, Surplus or Salvage Property](#).
- 1.5 Final disposition of all surplus or salvage property must be communicated to Property Manager and documented on a Property Additions and Deletions Form by any employee who disposes of property in any manner.
- 1.6 All income from the sale of surplus property is retained in an appropriate account to defray any associated costs, unless otherwise restricted by contact/grant that purchased the equipment.

## **2. DATA PROCESSING EQUIPMENT**

- 2.1 [Texas Government Code, Section 2054.130](#) requires the permanent removal of data from data processing equipment such as printers, copiers, scanners, fax machines, personal assistants, and computers prior to the sale or transfer.
- 2.2 All surplus data equipment must be inspected by the University's Information Technology Department and a signature of the technician is required on the University's Property Additions and Deletions Form to confirm that all hard drives have been removed.
- 2.3 Data processing equipment shall only be disassembled for replacement parts and/or repair by the Information Technology Department. Disassembly (cannibalization) for parts must be communicated to the Property Manager for documentation on the Property Additions and Deletions Form. Parts not put to use as replacement parts may be considered Salvage for purposes of this procedure and should be processed as such.
- 2.4 All surplus or 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 offered to Texas Correctional Industries (TCI) Texas Department of Criminal Justice without reimbursement. TCI has the right to refuse this equipment. If TCI has not confirmed acceptance and arrangements to collect the offered property within 30 days of offering, it shall be assumed to have been refused.
- 2.5 Any remaining surplus or salvage equipment not transferred to a public school, school district, or assistance organization specified by the school district and refused by TCI may either be held for auction or may be transferred to Federal Correctional Institution (FCI) without reimbursement.

2.6 Remaining surplus/salvage property may be scheduled for public auction periodically.

### 3. PROPERTY WITHOUT A USEFUL LIFE

3.1 Per State Property Accounting (SPA) Policy, for property to be considered surplus, it must have additional useful life. Thus, if equipment (other than data processing equipment) is damaged, it can be destroyed by the department/unit, without being advertised. Destruction must be communicated to the Property Manager and documented on the [Property Additions and Deletions Form](#).

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## Related Statutes, Policies, or Requirements

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

[Texas Government Code, Section 2054.130](#)

[Texas Government Code, Section 2054.003\(3\)\(A\)](#)

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## Forms

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[Property Additions and Deletions Form](#)

[74-194 Missing, Damaged or Stolen Property Report](#)

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## Definitions

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**Cannibalized:** Any equipment that is dismantled and the parts are used in other assets. For example, computer personnel frequently use parts from broken computers to fix other computers in the department. If they remove a hard drive, a major component, out of a computer for use in another computer, then the original computer becomes cannibalized. Cannibalized equipment must be removed from the inventory. This is also done using the Property Additions and Deletions Form.

**Data Processing Equipment:** Central processing units, front-end processing units, miniprocessors, 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.

**Salvage:** Any property which through use, time, or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

**Surplus:** Any property which is in excess of the needs of any state agency and which is not required for its unforeseeable need. Surplus property may be new or used but it possesses some usefulness for the purpose it was intended or for some other purpose.

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**Contact Office**

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Accounting Department  
(903) 223-3110

Approved:

  
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Emily F. Cutrer, Ph.D.  
President, Texas A&M University-Texarkana

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Date