

Grand Valley State University

Surplus Property and Disposal Procedure

Purpose

The purpose of this procedure is to establish a consistent process for the disposal, transfer, trade-in, sale, donation, recycling, and scrapping of University-owned property. This procedure aids compliance with University policies, environmental regulations, and responsible stewardship of University assets.

Procedure Statement

In accordance with [SLT Policy 6.5](#) (Equipment Acquisition and Disposal Policy), Procurement Services is responsible for coordinating the orderly disposal of surplus, obsolete, and worn-out University property.

All items acquired by the University, regardless of funding source, are considered University property and must be disposed of in accordance with established policies and these procedures.

Departments should contact the [Disposal Coordinator](#) within Procurement Services prior to disposing of any University-owned property to determine the appropriate disposal method.

The Information Technology (IT) Division may maintain separate disposal procedures for technology equipment to support manufacturer trade-in programs and equipment repurposing initiatives.

Roles and Responsibilities

Procurement Services / Disposal Coordinator

Procurement Services is responsible for:

- Coordinating disposal activities for University property.
- Determining appropriate disposal methods.
- Managing auctions, sales, donations, recycling, and scrap activities.
- Coordinating scheduled surplus pickups.

- Maintaining disposal records.
- Working with Facilities Services, Facilities Planning, Environmental Health & Safety, and departments as necessary.
- Items valued at \$250 or greater must be reviewed by the Disposal Coordinator before disposal.

Departments

Departments are responsible for:

- Identifying surplus property.
- Contacting the Disposal Coordinator prior to disposal.
- Completing required forms and documentation.
- Coordinating transfers, pickups, and drop-offs.
- Notifying Facilities Customer Service when delivering disposal or recycling items to a Facilities Service Building, regardless of whether a work order is created.
- Keeping the Disposal Coordinator informed of department-managed disposal activities, including IT trade-ins and manufacturer take-back programs.

Facilities Services

Facilities Services is responsible for:

- Assisting with transportation and disposal activities.
- Coordinating recycling and waste disposal processes.
- Managing disposal work orders.
- Maintaining records of materials delivered to service facilities.

Environmental Health & Safety (EHS)

Environmental Health & Safety is responsible for:

- Assisting with identification and disposal of hazardous materials.
- Ensuring compliance with MIOSHA and environmental regulations.
- Providing guidance on hazardous waste disposal.

Disposal Methods

1. Trade-In

Equipment being replaced that retains redeemable value may be traded in toward new equipment purchases.

Requirements:

- Trade-in information must be included on the requisition initiated in Workday.
- Item description, trade-in allowance, and asset tag number (for capital assets) must be listed separately.
- Trade-in value should equal or exceed estimated resale value. If the trade-in value is unknown or guidance is needed on estimating the resale value contact the disposal coordinator.
- Facilities Services may assist with shipping if necessary.

2. Transfer to Another Department

Items in good, reusable condition may be transferred between departments.

Requirements:

- Departments must resolve any space, utility, structural, or facility concerns with Facilities Planning before transfer.
- Departments must complete the Asset Transfer process in Workday.
- The receiving department is responsible for any moving or installation costs beyond the capacities of GVSU resources, if applicable.
- Contact Facilities Services to coordinate movement of equipment.

Technology Equipment

Computers and related technology equipment are not transferable through departmental arrangements.

Departments must submit a request through the [IT Service Portal](#) for equipment evaluation, repurposing, or disposal.

Furniture

Furniture and furniture-related items are not transferable.

Examples include:

- Desks
- Workstations
- Chairs
- Tables
- Filing cabinets
- Shelving
- Storage cabinets
- Whiteboards
- Tack boards
- Window treatments
- Desk accessories

Departments should contact [Facilities Planning](#) for furniture evaluation and removal.

3. Sale of Property

Items with residual value that are no longer needed by the University may be sold.

Procurement Services will coordinate all sales.

Guidelines:

- Sale prices will be established by Procurement Services.
- Sales are generally awarded to the highest bidder.
- The University reserves the right to accept or reject any offer.
- All sales are final.
- Payment must be received before property is removed from campus.

Sale Proceeds

Proceeds from surplus property sales will be deposited into designated University funds to support disposal and recycling activities or as directed by the Associate Vice President for Business and Finance. For certain high-value items that may be sold by departments, sale proceeds may be given back to the department with approval by the Associate Vice President for Business and Finance.

4. Donations

Items that remain usable but are no longer needed by the University may be donated to:

- Schools
- Hospitals
- Nonprofit organizations
- Charitable organizations

All donations must receive prior approval from the Associate Vice President for Business and Finance.

This process does not apply to donations coordinated through Institutional Advancement.

5. Scrap and Recycling

Items with no residual value may be recycled, dismantled for parts, or scrapped.

Procurement Services and Facilities Services will determine the appropriate disposal method.

Departments may be responsible for costs associated with moving or disposing of specialized equipment.

Examples include:

- Large laboratory equipment
- Items that require specialized movers
- Specialized machinery

Value-Based Disposal Procedures

Items Valued Under \$250

Departments are responsible for arranging disposal or recycling.

Requirements:

1. Submit a Facilities Services [work order](#).
2. Coordinate pickup or drop-off as directed.
3. Notify [Facilities Customer Service](#) if materials are delivered directly to a Facilities Service Building.
4. Follow all recycling and waste disposal procedures.

Items Valued at \$250 or Greater

Departments must contact the [Disposal Coordinator](#) prior to disposal.

The [Disposal Coordinator](#) will determine the appropriate disposition method, including:

- Sale
- Auction
- Trade-in
- Donation
- Recycling
- Scrap

Procurement Services will coordinate scheduled surplus pickups throughout the year.

Special Disposal Categories

Departments may enter into their own trade-in and manufacturer return programs after notification to Procurement Services. Departments conducting their own trade-in or manufacturing return programs must notify the disposal coordinator.

Information Technology Equipment

Departments shall contact [Information Technology](#) for:

- Equipment repurposing
- Hard drive sanitization
- Trade-in evaluation
- Recycling

Technology equipment that cannot be reused may be recycled through approved electronic recycling vendors.

Fleet Vehicles

Fleet vehicles shall continue to be disposed of through Procurement Services in accordance with established vehicle disposal procedures.

Furniture

Furniture listings marked for disposal must be reviewed and approved by [Facilities Planning](#). The Disposal Coordinator may facilitate this review. Furniture determined to have no resale, or reuse value will be disposed of through [Facilities Services](#).

Batteries

Departments shall follow existing Facilities Services and Environmental Health & Safety procedures for battery recycling and disposal. Information can be found at Facilities Services using the following [link](#).

Batteries shall never be placed in regular trash containers.

Light Bulbs

Departments shall follow existing Facilities Services and Environmental Health & Safety procedures for disposal and recycling of lamps and bulbs. Information can be found at Facilities Services using the following [link](#).

Hazardous Waste

Departments must notify [Environmental Health & Safety](#) before disposing of any item that may contain hazardous materials.

Examples include:

- Chemicals
- Refrigerants
- Oils
- Laboratory materials
- Mercury-containing devices
- Lead-containing equipment

All hazardous waste will be handled in accordance with MIOSHA regulations and University policy.

Ink and Toner Cartridges

Departments shall follow established University recycling procedures for ink and toner cartridges.

For desktop printers, Departments shall follow established [Information Technology University recycling procedures](#) for ink and toner cartridges.

For centralized printers and copiers, the University's contracted copier provider, Xerox, is responsible for recycling all used ink and toner cartridges used in these machines. Simply leave the used cartridges next to the copier, and Xerox will collect them for recycling. Empty/used cartridges should not be placed in regular trash containers.

Work Orders and Service Requests

Departments must use the Facilities Services work order system for disposal and recycling activities when required.

Facilities Services Work Order System:

<https://gvsu.gofmx.com/>

Environmental Health & Safety:

<https://www.gvsu.edu/ehs/>

Departments dropping off disposal or recycling materials directly at a Facilities Services location must notify Facilities Customer Service to ensure proper tracking and recordkeeping.

Questions

Departments unsure how to dispose of an item should contact the [Procurement Services Disposal Coordinator](#) for guidance before taking any disposal action.