

## Surplus Property Disposal

1. **POLICY.** In accordance with Department of Administration policy, Campus Stores has been delegated sole authority to dispose of surplus property for UW-La Crosse. Campus Stores may further delegate disposition authority for specific items or for general disposal activities.
2. **DEFINITIONS.**
  - 2.1 **State Property**—All UW-L materials, supplies, and equipment, regardless of value.
  - 2.2 **Surplus Property** – UW-L property that is in excess of department needs, no longer in use by the department, technically or mechanically obsolete, no longer functional, or has no intrinsic value (junk).
  - 2.3 **Surplus Property Transaction**—A single transaction is identified as a separate and distinct Surplus Property Transaction Form (L-1814) with a distinctive date.
3. **CAUTIONS.** All disposals of state property must be approved by Campus Stores. University departments are NOT authorized to dispose of state property without Campus Stores approval.
4. **CONTACTS.** Departments should call Campus Stores at 785-: 7; 3 with any questions regarding surplus disposal. The [Surplus Property Transaction Form](#) is located on the [Hckldgu'Rccplpi \(' 'O cpci go gpv web page](http://www.uwlax.edu/tr o .)  
<http://www.uwlax.edu/tr o .>
5. **DEPARTMENT PROCEDURES.** UW-La Crosse departments must fill out a [Surplus Property Transaction Form](#) listing the surplus items and send it to Campus Stores.
  - 5.1 Campus Stores will pick up the equipment directly from the department. Please do NOT relocate the equipment to a central location in the building.

**5.2 Generally, Campus Stores will determine the selling price of surplus property. Campus Stores will consult with department personnel in pricing specialized items.**

**5.3 All sales to individuals and to organizations that cannot provide a Wisconsin Sales Tax Exemption number are subject to state and county sales taxes.**

- 6. DIRECT DISPOSAL. Surplus property is first made available to other UW-La Crosse departments by announcement in the Campus Connection or by electronic bulletin board. After surplus property has been made available to UW-La Crosse departments, other UW System institutions, and other state agencies, it is made available to the general public through a public sale or bid process. The option also exists to list items on an on-line auction web site. Campus Stores will coordinate the listing of the item on the on-line auction web site.**
- 7. EQUIPMENT TRANSFERRED TO ANOTHER DEPARTMENT. The contributing department must complete a Surplus Property Transaction form. In the "Condition Codes" section indicate "T" and record the building and room number to which the property was transferred.**
- 8. EQUIPMENT TRADE-IN. Departments may elect to trade-in equipment as part of a new equipment purchase. The department must complete a Surplus Property Transaction Form describing the equipment that is being traded in. In the "Condition Codes" section indicate "TR," and in the "Comments" section include the bid number or purchase order number, and the due date for the new equipment. The completed form should be sent to Campus Stores.**
- 9. SALES PROCEEDS DISPOSITION. Act 33 of the 2003-2005 Wisconsin State Budget requires that net proceeds from the sale of surplus property be deposited into the Budget Stabilization Fund. An exception exists if the proceeds of the sale will be used to purchase like items. If a department wishes to use the proceeds to purchase like items, the declaration statement on the Surplus Property Form must be signed. Campus Stores will deduct a \$50.00 handling fee plus 10% of any amount above \$50.00 from the proceeds. The net proceeds will be returned to the department providing the declarations statement has been signed. All other proceeds from the sale of surplus property will be retained by Campus Stores and dispersed according to Act 33.**
- 10. TRANSPORTATION SERVICES. Campus Stores will pick up surplus property from UW-La Crosse departments.**

- 11. REPORTING AND RECORDS.** Campus Stores will report surplus property transactions to DOA and maintain required records in accordance with PRO-F-3, State Procurement Manual.
- 12. PROHIBITED AND CONTROLLED PRACTICES.** The following practices are specifically prohibited or controlled by State of Wisconsin regulations:
- 12.1.** Donations of state property to private individuals, for-profit organizations, or state employees are prohibited.
- 12.2.** Sales to state employees are prohibited unless the items are sold at announced public sales or auctions.
- 12.3.** There are special restrictions on the disposal of certain major appliances, including air conditioners, clothes washers and dryers, dishwashers, freezers, microwave ovens, ovens, refrigerators, and stoves. Contact Campus Stores for further information. A disposal fee is applicable for these types of items. Contact the Physical Plant for a fee schedule.

**REFERENCE.** PRO-F-3, State Procurement Manual, Surplus Property Disposal - Nonvehicles, August 1, 1996.

[Return to Surplus Property Home Page](#)

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