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## WVU POLICY

### DIVISION OF FINANCE

### PROPERTY DISPOSITION

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#### 1. PURPOSE & SCOPE

- 1.1. **Purpose** – The purpose of this policy is to inform University employees of the conditions that must be met for surplus/excess property to be authorized for disposal, redistribution, transfer or sale.
- 1.2. **Scope** – This policy applies to all University employees, including those on the divisional campuses, and the West Virginia University Research Corporation.

#### 2. POLICY

- 2.1. **WVU Owned Property** – Property acquired by West Virginia University, inclusive of West Virginia University Research Corporation and our divisional campuses is generally titled to West Virginia University except where the funding entity has demonstrated in writing their intent to retain/transfer title. This could be in written or electronic form, or a reference to agency code in the award terms and conditions.

If the property cannot be used elsewhere in the University system, Facilities Management will declare it surplus. The disposition of surplus property shall be made through the application of sound business practices based on existing circumstances and conditions and will allow for adequate prior notice to the public if applicable to the disposition method chosen. Facilities Management will use the most appropriate and advantageous disposal method which includes:

- Sale by a) public auction (live or online) b) sealed bid or c) sale as junk or otherwise
- Exchange or trade
- Transfer to other State of West Virginia governmental agencies or institutions
- Donation to a qualifying organization

Facilities Management has the authority to grant exceptions to the above disposal methods for unique surplus items or for items that are considered to be an educational by-product. Any approved alternative disposal methods will be cost-effective and will comply with the West Virginia Ethics Act to ensure that surplus materials are not disposed of for personal gain or benefit. Please contact Facilities Management to seek advance/written approval to use a disposal method outside of those listed above.



## Division of Finance

### Policy #21

**Category:** Division of Finance  
**Title:** Property Disposition  
**Responsible Unit:** Sponsored Projects & Property Administration  
**Adopted:** September 1, 1998  
**Revision History:** October 2019, September 1998  
**Review Date:** October 2019

Fees related to the costs of care and handling of the surplus property with respect to the transfer, warehousing, sale and distribution, may be deducted from the disposition proceeds. The remaining proceeds of sales or transfers shall be deposited in the state treasury to the credit on a pro rata basis of the fund or funds from which the purchase of the particular property was made.

- 2.2. **Sponsored Award Funded Property** – Assets acquired with sponsored awards are subject to the terms in the sponsored agreement. Title to the property may or may not be retained by WVU, and disposal may be subject to restrictions imposed by the sponsor. Please contact Sponsored Projects & Property Administration before the disposition process begins for property acquired on sponsored awards.
- 2.3. **Transfers of Sponsored Property** – When a Principal Investigator (PI) relocates to another institution and transfers their sponsored award to the new institution, a property transfer request will be granted for those items purchased from the award that is being transferred. The transfer of the award to the new institution must be processed and approved by the Office of Sponsored Programs, and the transfer of property must be approved by Sponsored Projects & Property Administration.
- 2.4. **Donations of Surplus Property** – Under certain circumstances and with appropriate approvals, donations of University property may be approved to qualifying organizations. Property that may be donated is limited to items that are no longer needed or wanted by any campus department, and that have a fair market value (potential selling price) that is below the estimated selling expenses (advertising, transporting, storing, etc.), or the estimated cost of disposal.

### 3. DEFINITIONS

- 3.1. **SURPLUS EXCESS PROPERTY** – Equipment, supplies, computers and computer-related items, and any other items or material that are obsolete and/or no longer needed by the holder.
- 3.2. **EDUCATIONAL BY-PRODUCT** – Goods produced in the course of fulfilling the University's mission of instruction, research, and public service. Examples include but are not limited to: greenhouse plants, ceramics, timber, farm sales, costumes from our Theatre Department, etc.
- 3.3. **QUALIFYING ORGANIZATION** - A qualifying organization may include an educational facility, non-profit organization, juvenile detention center, municipal and county office, or other public, charitable or educational enterprise or organization which has been approved consistent with the procedures established pursuant to this Policy.





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#### 4. RESPONSIBILITIES

- 4.1. **Interpretation** – Responsibility for interpretation of this policy rests with the Vice President for Strategic Initiatives or designee.
- 4.2. **Application** – All employees are responsible for supporting this policy. It is the responsibility of the dean or director to implement and maintain this policy within the department, unit, or organization.
- 4.3. **Procedure Development** – Responsibility for procedure development rests with Sponsored Projects & Property Administration and Facilities Management.

#### 5. AUTHORITY & REFERENCES

- 5.1. WVU Board of Governors Finance & Administration Rule 5.1 Approvals and Delegation of Authority for Financial and Administrative Matters (under consideration for approval and out for public comment).

#### 6. SUPERCEDES

- 6.1. This policy supersedes all other Property Disposition policies, procedures or guidelines at the University to the extent those documents are inconsistent with and fall under the scope of this policy.

Signature: \_\_\_\_\_

*Anjali B. Halabe*

Anjali Halabe

Associate Vice President – Division of Finance

Date: \_\_\_\_\_

*01/31/2020*



