

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

**Title:** Surplus Property  
**Policy Number:** 04.40.11  
**Issuing Authority:** Chief Administrative Officer  
**Responsible Officer:** Chief Administrative Officer

**Date Created:** June 17, 2016  
**Date Last Amended/Reviewed:** February 2022  
**Date Scheduled for Review:** February 2026  
**Reviewing Office:** Service Operations and Sustainability

### Scope & Rationale

This policy provides for the management of excess or obsolete items to ensure that such items are identified and disposed of in a manner that complies with university rules and applicable law, and that minimizes waste, is financially sustainable and meets environmental justice goals.

### Policy

Surplus property subject to this policy includes all non-consumable materials owned or controlled by the university including, but not limited to, computers and electronics, moveable equipment, furniture, vehicles and building materials, in each case which are excess, obsolete, or no longer used in operations. Title to certain property, such as that purchased with grant or Commonwealth funds, should be verified before disposal pursuant to this policy.

This policy applies to all departments, schools, and colleges of the university.

### Procedure for Declaration of Surplus Property

A department or unit in possession of surplus property shall initiate the surplus property removal process unless the department is utilizing the property for trade in value in connection with the acquisition of new equipment.

- a. For computer and electronic surplus property, the department or unit shall follow the instructions on the Computer Recycling Center Surplus Removal website.
- b. For all other surplus property, the department or unit shall complete the Surplus Property Removal Form available on TUmarketplace.

### Procedure for Disposition of Surplus Property

Disposition of electronic and computer surplus property will be administered by the Computer Recycling Center in accordance with its then-current practices and procedures.

Disposition of all other surplus property will be handled by Temple's Service Operations team in accordance with its then-current practice and procedures.

## **Notes**

### 1. Dates of official enactment and amendments:

Approved by the Executive Vice President and Chief Operating Officer on June 17, 2016.

Revised by the Executive Vice President and Chief Operating Officer on June 12, 2019.

Updated titles in February 2022

### 2. History:

### 3. Cross References