

DEPAUL UNIVERSITY



Salvage of University-Owned Equipment

Category: Financial Affairs

Responsible Department: Procurement Services

Responsible Officer: Executive Vice President

Effective Date: 7/1/2017

Policy Summary

This policy explains the liquidation process for assets no longer used by a department within the University.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Budget Managers

This policy affects those with responsibility for spending university funds, including budget managers, ProCard holders/approvers and individuals with delegated spend authority.

Policy

Equipment and assets purchased with University funds, or with funds obtained by a department because of its connection to DePaul (e.g., donations or grants), are the property of DePaul University and Procurement Services holds responsibility for their disposal.

Types of Equipment

Items that are no longer needed are evaluated by Procurement Services to determine the appropriate method of disposal through the Salvage Program. Typical items that may be disposed of through this program include:

Artwork

All artwork must be disposed of in accordance with the [DePaul Art Museum Collection](#)

[Deaccession](#) policy. Artwork not maintained by the DePaul Art Museum may be submitted through an [Asset Disposal](#) form and Procurement Services will work with the DePaul Art Museum to ensure it is properly handled.

Audio/Video Equipment

Audio/video equipment (e.g. televisions, DVD players, cameras) must be disposed of through the Salvage Program.

Phones

All phones (e.g. desk phones, cell phones, smart phones, PDA's) must be disposed of through the Salvage Program.

Computers and other technology

All technology (e.g. computers, printers) purchases must be put through the salvage program. Procurement Services will ensure that any sensitive data is erased prior to disposal.

Furniture and Appliances

Departments with unneeded furniture items should contact Facility Operations first to see if it can be reallocated. If there is no need for the furniture within the University, a [Salvage form](#) can be filled out and the furniture disposed of through Procurement Services.

Regardless of the above, Facility Operations is authorized to reallocate, store, or dispose of unneeded furniture.

Vehicles

All vehicles must be disposed of through the Salvage Program or traded in towards the purchase of a replacement. See the Purchasing & Bidding Requirements policy for more information.

Other Equipment

If unsure about how to properly dispose of equipment, contact Procurement Services.

Small office supplies (e.g. binders, staplers, pens) can be disposed of per department procedures. They are not required to go through the Salvage Program. Various recycling programs (pens, batteries, toner) exist in the university that may be able to use these types of items.

Donated Items

All items that were donated to the university should be marked as such when filling out the salvage form. Procurement Services will check with the University Tax Services prior to disposing of such items, as there may be tax reporting obligations.

Grant Items

All items that were purchased on a grant should be marked as such (with the grant number) when filling out the salvage form. Procurement Services will work with Restricted Accounting or the Office of Research Services to ensure proper disposal methods.

Disposal Methods

Once received, Procurement Services will review the items and determine the appropriate method of disposal based on the item's nature, condition, and estimated value. Common methods of disposal include:

- Reallocation to another department within the University
- Sale via the online Salvage Store
- Donation to an appropriate non-profit charity
- Discard or recycle in a manner consistent with local, state and federal guidelines.

Departments are not at liberty to sell, donate, or discard equipment or assets without the prior authorization of Procurement Services. Unallowable methods of disposal include:

- Placing items in the trash
- Taking equipment or assets home for personal use
- Giving items to students or faculty or staff members
- Donating equipment or assets without appropriate approval

If an individual wishes to purchase a specific piece of equipment, it must be done via Procurement Services and not through the department. Procurement will determine an appropriate market value and attempt to make it available to the individual. Equipment may not be given as a gift to employees or students without the approval from the Director of Procurement Services and in compliance with the [Gifts to Employees](#) policy.

Related Policies

Departments should also be familiar with the following policies relating to the Salvage Program:

- [Administration of Externally Funded Grants & Contracts](#)
- [Fixed Asset Management](#)
- [Gifts to Employees](#)
- [DePaul Art Museum Collection Deaccession](#)

Exceptions

Any exceptions to this policy must be approved by the Director of Procurement Services.

Procedures

Departments with items they no longer need should fill out the Asset Disposal form, found on the Procurement Services website.

Once received, Procurement Services will either authorize disposal by the department or move the equipment to its office for evaluation and determination of an appropriate method of disposal.

Divisional Collaborations

Financial Affairs

Office of Research Services
DePaul University Art Museum

Contact Information

Procurement Services

<http://procurement.depaul.edu>
(312) 362-7510
procurement@depaul.edu

Appendices

[Salvage Form](#)
[Salvage Store](#)

History/Revisions

Origination Date: 02/1998
Last Amended Date: 07/01/2017
Next Review Date: N/A