



**The University of British Columbia
Board of Governors**

Policy No.:

108

Approval Date:

July 1977

Last Revision:

January 1993

Responsible Executive:

Vice-President, Administration and Finance

Title:

Disposal of Surplus Equipment and Materials

Background & Purposes:

Emphasis is given to recycling equipment through either internal rental or sales. Secondary consideration is given to disposal or sales to other educational institutions, and third to external private sales. In support of this principle, the purposes of the policy are:

- to ensure that the University's assets are disposed at fair market value;
- to ensure that all areas of the University have an equal opportunity to obtain surplus equipment or materials prior to final disposal;
- to ensure that the original holders of the property are provided a credit for their assets;
- to reduce space tied up through storage of surplus equipment and materials throughout the University;
- to promote the recycling, reuse and refabrication of equipment;
- to provide other educational institutions with an opportunity to obtain equipment no longer required by the University before sales to the public;
- to ensure appropriate taxes and duty are collected and remitted.

1. General

- 1.1. No surplus University material or equipment acquired from any source of funds will be removed from the campus without the authority of the Director of Supply Management. Disposal of all surplus or obsolete equipment and materials will be made through the Supply Management Department's Surplus Equipment Recycling Facility (S.E.R.F.) on the recommendation of the responsible administrative head of unit. The disposer is responsible for ensuring that the material(s) are not contaminated or toxic.

PROCEDURE SUMMARY

Approved: July 1977

Revised: January 1993

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Equipment and materials are declared "surplus" at the discretion of the administrative head of unit.
- 1.2. First call on equipment or materials not needed for the purpose they were originally acquired is available to the current administrative head of unit and then the dean.
- 1.3. S.E.R.F. gives primary emphasis to recycling equipment and materials either through internal sales or rental of equipment to University faculties, departments and affiliated programs. Secondary consideration is given to disposal or sales to other educational institutions in B.C., and finally external private sales to members of faculty and staff and the public.
- 1.4. The net proceeds of the sale, after deduction of all applicable taxes, duty, and a fee to cover operating costs, (fee not to exceed 20%, or a minimum of \$25), are credited to an account (normally that from which the material or equipment was originally purchased), specified by the administrative head of unit.
- 1.5. The disposal through S.E.R.F. of materials and equipment which have become available through construction or renovation of University property is authorized by the Director of Campus Planning and Development or the Director of Plant Operations.
- 1.6. Contaminated or toxic materials should first be referred to the Department of Health, Safety and Environment.
- 1.7. S.E.R.F. is expected to recover its operating costs. It is responsible for promotion, pick-up of materials, collecting receipts and processing of required paperwork.

2. Detailed Procedures

- 2.1. Detailed procedures may be found in the Material Resources Handbook, under S.E.R.F.