



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 7.5
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Office of Responsibility: VP Fin
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SUBJECT: SURPLUS PROPERTY

- I. **PURPOSE:** To establish policy for the use and disposition of surplus property.

- II. **REFERENCES:**

Utah State System of Higher Education Policy R558, Surplus Property

State of Utah Code 63A-09-801 & 802

Southern Utah University Surplus Property Procedure Guide

- III. **POLICY:**
 - A. **Definition:** All equipment, material, and furniture not used, or not planned for use within one year by a department, shall be considered surplus property.

 - B. The Controller's Office has the primary responsibility and authority to dispose of all University property designated as surplus.

 - C. All aspects of the surplus property effort including the collection, notification, disposal, recording, and sales will be in accordance with the Southern Utah University Surplus Property Procedure Guide located on the Controller's Office Website.