

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 4.6			
<i>CHAPTER:</i> Materials Control	<i>ISSUED:</i> 9/97	<i>REV. A</i> 06/04	<i>REV. B</i> 01/08	<i>REV. C</i>
<i>POLICY:</i> <i>Surplus Materials</i>	<i>PAGE 1 OF 1</i>			

PURPOSE

To restrict and control the distribution and disposal of surplus furniture, equipment, and materials.

SCOPE

This policy applies to all University employees.

POLICY

All assets purchased and paid for with University funds are the property of Creighton University. This policy prohibits the re-selling of assets within the University and establishes the surrendering of all furniture, equipment, and materials for re-use by the University.

PROCEDURE

- A. This procedure applies to all furniture, equipment, and materials being declared as surplus by the using department.
- B. Purchasing is responsible for maintaining a uniform set of procedures to re-assign or dispose of University equipment. Buyers will evaluate and determine if the assets can be re-used, sold, or discarded in the appropriate manner.
- C. The Controller's Office is responsible for timely and accurate recording of asset disposal. For additional information reference the Controller's Office manual sections FAPL04 and FAPR03.

ADMINISTRATION AND INTERPRETATIONS

This policy and procedure are administered jointly by the Purchasing Department and the Controller's Office. Questions regarding this policy should be referred to the respective area.

ADMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Purchasing Director.