

State of South Dakota/Northern State University
POLICIES AND PROCEDURES FOR
ACQUISITION AND DISPOSAL OF SURPLUS EQUIPMENT

This is the Bureau of Administration (BOA) policy and procedures concerning the disposal of all State surplus property.

In order to maximize the usage of surplus property throughout state government, the Bureau of Administration has developed a State website listing all surplus property. The surplus property will be offered to State agencies on a "first come, first served" basis for approximately thirty days. Once this procedure has taken place any items remaining may be scheduled for public auction.

University departments must submit a Surplus Property Notification Form (SPN) listing equipment to be surplus and e-mail the form to weisenbe@northern.edu. The SPN form is available on the Purchasing Web Page listed below <http://www.northern.edu/administration/pages/purchasing.aspx> or in the Purchasing Public Folder in E-mail Folders.

You will be asked on the SPN form to list quantity, NSU inventory number, description (brand/model number/color/etc.), condition (works/needs repair/not repairable), and location (building/room number). Departments must include the condition of each item that is surplus. No equipment will be picked up or removed until a SPN form has been submitted to NSU Purchasing/Property Management. NSU Purchasing/Property Management will get necessary approvals from the State and inform either the Grounds Crew or Custodial personnel to pick up/remove.

Please note only NSU's Purchasing/Property Management Office is authorized to acquire surplus equipment through the State Website. All staff may view the State Website at <http://apps.sd.gov/applications/CA01ShoppingCart/SCInventorySelection.aspx>. If there is equipment that a department would like to purchase, contact the NSU Purchasing/Property Management Office. The NSU Purchasing/Property Management Office will submit the necessary documents to the State Property Office to obtain the equipment. The University will have thirty days to retrieve an item that they have reserved on the website.