

NOTICE OF PROPOSED REGULATION AMENDMENT  
May 1, 2007

DEPARTMENT OF EDUCATION  
Division of Universities  
University of West Florida  
REGULATION TITLE:

**UWF REG 6.004 Surplus Property**

**PURPOSE AND EFFECT:** This regulation is being amended to clarify the language, update the text so it comports with changes in the law, update legal citations and change titles of the responsible officers.

**SUMMARY:** Added definitions, added reference to Auditor General Rules, clarified custodians of property, clarified procedures for disposal of surplus property, removed references to Bureau of State Surplus Property.

**THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED.**

**AUTHORITY:** Section 273.055.

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION:**  
Albert C. Hartley, Interim Vice President for Administrative Affairs.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:** Vicki Knaack, Coordinator, [vknaack@uwf.edu](mailto:vknaack@uwf.edu), Phone (850) 474-3420; FAX (850) 857-6058; Bld. 10/Rm 128; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation must be sent in writing to the contact person on or before May 15, 2007 to receive full consideration.

**University of West Florida Regulations**  
**UWF/REG-6.004 Surplus Property.**

~~(1) Purpose—The purpose of this Rule is to implement the delegated authority received by The University of West Florida in accordance with Section 240.225, F.S., with respect to those functions and duties concerning surplus property management heretofore performed by the Department of General Services in accordance with Sections 273.04, 273.05 and 273.55, F.S.~~

~~(2) Definitions.~~

~~(a) Accountable Officer- The individual delegated by the custodian as having immediate control of and accountability for specific items of property.~~

~~(ab) Custodian—Any person entitled to lawful custody of property owned by the state. Pursuant to the delegation by the University of West Florida Board of Trustees, the President is the lawful custodian of all University of West Florida property and, subject to the laws and regulations of the State of Florida, has authority to further delegate custody upon such terms and conditions as he/she finds appropriate.~~

~~(c) Department Coordinator-The individual assigned by the Accountable Officer to oversee the record keeping of property and assists the Property Coordinator with physical inventory.~~

~~(b) Property Manager—An individual assigned by the President to manage the assignment, accountability, transfer and disposal of state-owned property for which The University of West Florida has custodial responsibility under the Florida Statutes.~~

~~(c) Tangible Personal Property—All personal property, other than real estate, acquired and belonging to the State of Florida.~~

~~(d) Exchange Property – Property being offered as a trade-in on the purchase of a new item.~~

~~(e) Expert Reviewer- A technically proficient person designated by the Property Control Board (PCB) to act as an advisor regarding the value and disposition of property.~~

~~(f) Principal Investigator (PI)- The individual responsible for a specific grant or contract. The PI is the accountable officer and is responsible for all property acquired for a grant or contract.~~

~~(g) Property Survey Control Board (PCB)– A body-committee appointed by the University President or designee for the purpose of: reviewing survey requests, approving or disapproving of classification of property as surplus and making recommendations as to the disposition of certified surplus property. The board must ensure that accountability for equipment will be in compliance with Chap. 273, FS, to oversee surplus property practices and determine disposition actions.~~

~~(h) Property Coordinator- An employee designated to manage and keep records as to the assignment, accountability, transfer and disposal of property for which UWF has custody. This employee also serves as Secretary to the PCB.~~

~~(i) Surplus Property- University owned tangible personal property may be classified as surplus when it is excess, obsolete, uneconomical or inefficient for continued use.~~

~~(32) Reporting Requirements for Surplus, State-Owned, Tangible Personal Property – Tangible personal property which is determined by the Accountable Officer to be in excess, obsolete, uneconomical or inefficient for continued use shall be reported as surplus because it is excess, obsolete, uneconomical or inefficient for continued use shall be certified as surplus by the custodian of the property to the to the Property ManagerCoordinator through a survey request form. The Property ManagerCoordinator will agenda the certification for disposition action byshall schedule a meeting of the Property Survey Control Board to consider the survey request. Reporting shall be in accordance with the Rules of the Auditor General/Chief Financial Officer on State Owned Tangible Personal Property.~~

~~(43) Certification –Surplus Property Certifications shall provide the following information:~~

~~(a) Complete description of property.~~

~~(b) Statement of condition and age.~~

~~(c) Original purchase price.~~

~~(d) Estimated current value.~~

~~(e) Location of property and hours when property may be examined, person to contact for examining property, and a minimum bid (if required).~~

~~(f) Any additional information that would assist in determining whether or not property should be offered to other universities, state agencies, or governmental entities.~~

~~(a) Property within the meaning of the Rules of the Auditor General/Chief Financial Officer may be lawfully certified as surplus as provided in Section 273.05, FS.~~

~~(b) The following information shall be recorded on the individual property record for each item lawfully certified as surplus property:~~

~~(i) Date of certification~~

~~(ii) Reason for certification~~

~~(iii) Date of Property Control Board recommendation on certification and reference to location of documentation thereof.~~

~~(iv) Reference to location of documentation evidencing compliance with those rules and guidelines promulgated by the custodian of surplus property.~~

~~(c) The individual property records for each item lawfully certified as surplus shall upon the custodian's certification, be transferred to a certified surplus property file.~~

(54) Building and Structures – Buildings, structures and other items of a semi-permanent or permanent nature shall be considered tangible personal property, if and when they are severed from the real property upon which they reside, and shall be reported in the same manner as all other surplus property. In addition, the legal description of the location, size, type of construction, and reason for removal shall be noted.

(65) Items to Be Reported – In instances of loss, theft, ~~or~~ fire, ~~or other casualty~~, such property should be reported by the Accountable Officer using the Property Survey Form to the Property Survey Board for action on relief of accountability in the same manner as all other property.

(76) Procedures for Disposal of Surplus Property.

~~(a) property may be lawfully disposed of in accordance with The Rules of the Auditor General/Chief Financial Officer and Chapter 273, Florida Statutes. Facilities Management will have the responsibility for disposition of the property as directed by the Property Control Board.~~

~~(b) process of disposition~~

~~(i) department requests relinquishment of accountability for property through survey request form.~~

~~(ii) property reviewed by expert reviewer and recommendation made to PCB.~~

~~(iii) PCB reviews recommendation and approves or disapproves of classification as surplus.~~

~~(c) types of disposition-~~

~~(i) sale~~

~~(ii) transfer~~

~~(iii) cannibalization~~

~~(iv) scrap~~

~~(v) warehoused~~

~~(vi) destroyed~~

~~(vii) circulation to other departments, governmental agencies, or non-profit organizations.~~

~~(d) Authority for disposal - Certified surplus property shall not be sold, transferred, cannibalized, scrapped or destroyed without prior written authorization from the UWF PCB.~~

~~(a) Transfer to Another State Agency or Political Subdivision—If because of its type, age or condition the Property Survey Board feels the equipment is not useful to any University under the State University System the Property Survey Board may authorize transfer under such conditions the Property Survey Board may determine appropriate.~~

~~(b) Scrap or Cannibalization of Equipment—The Property Survey Board may authorize the scrap or cannibalization of equipment if it feels it is in the best interest of The University of West Florida.~~

~~(c) Abandoned Equipment—The Property Survey Board may authorize the abandonment of tangible personal property, in place, upon determination that cost of return or repair exceeds the value of the property.~~

~~(d) Public Sale—The Property Survey Board may authorize the public sale of such property determined to be surplus to the needs of The University of West Florida.~~

~~1. All public sales shall be conducted on set date and time which shall be advertised in a local newspaper of general circulation no less than two weeks prior to the sale.~~

~~2. Sales may be conducted at the discretion of the Department of Purchasing as auction or sealed bid sales.~~

~~(8) Availability of Surplus State Property—The Property Survey Board may at its discretion recommend the circulation of surplus property having a useful life to other agencies. Listings of such property available on a bid basis may be sent to other state agencies and the Bureau of State Surplus Property. Property listings will include condition and location of property available for viewing.~~

~~(9) Surplus Property with an Estimated Value of \$5,000 or More—Approval of the Executive Office of the Governor is required prior to disposing of property of \$5,000 or higher estimated value.~~

~~(10) Authority for Disposal—Certified surplus property shall not be sold, transferred, cannibalized, scrapped or destroyed without prior written authority from The University of West Florida Property Survey Board.~~

~~(11) Exchange Property:~~

~~(a) When The University of West Florida has property available for use as a trade-in for the purchase of new property, the Property Survey Board at its discretion may authorize the custodian to advise the Bureau of State Surplus Property of the availability of such exchange property in writing, specifying the following information, if available:~~

~~1. Description of exchange property.~~

~~2. Manufacturer's name.~~

~~3. Model number.~~

~~4. Serial number.~~

~~5. Age.~~

~~6. Condition (E-Excellent, G-Good, F-Fair, P-Poor).~~

~~7. Inventory control number.~~

~~8. Location of property (room number, building, city).~~

~~9. Name and phone number of person to contact for information about the exchange property.~~

~~10. Date planned for trade-in transaction.~~

~~11. A written trade-in quote stating the trade-in allowance and signed by prospective purchaser.~~

~~(b) Such notice of availability of property shall be forwarded to the Bureau of State Surplus Property a minimum of two weeks in advance of planned transaction date.~~

~~(c) Should the Division of Surplus Property decide to purchase the exchange property, the university should pay the full purchase price for the new property and send an invoice for reimbursement of the trade-in allowance to the Bureau of State Surplus Property.~~

(127) Non-State Funded Property – All property originally purchased with non-state funds, such as contracts or grants, shall be managed in a form consistent with the applicable rules and regulations of the funding authority.

(138) Disposition of Monies – All monies received from the ~~sale of such surplus property shall be deposited to appropriate accounts as determined by the University controller.~~ disposition of University owned tangible personal property or from any agreement entered into under Chapter 273 shall be retained by the University and disbursed for the acquisition of tangible personal property and for all necessary operating expenditures. The office of Financial Services shall maintain records of the accounts into which such moneys are deposited.

*~~Specific Authority 240.227(1), 273.055(1) Section 273.055. FS. Law Implemented 240.225, 273.04, 273.05, 273.055 FS. History–New 6-30-81, Formerly 6C6-6.04. Formerly FAC Rule 6C6-6.004, converted to UWF/REG 6.004-7/21/05. Amended~~*

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