

## **Surplus Policy for George Fox University**

### **Purpose:**

The surplus policy is designed to streamline the disposal and redistribution of university-owned items that departments no longer need or want. By centralizing surplus management, George Fox University aims to handle surplus items efficiently and transparently, maximizing resource utilization and minimizing waste. Adhering to this policy promotes responsible resource management, fosters sustainability, and optimizes the use of university assets for the benefit of the entire campus community.

### **Policy Statement:**

To ensure effective management of surplus items, including university property please follow these guidelines. If you have items you no longer need, such as office furniture, electronics, or lab equipment, employees are asked to send them to GFU Surplus for evaluation and proper handling. We're here to assist and make the process as smooth as possible. If you come across any abandoned property in your area, please submit it using the surplus request form. We ask that all employees, including staff and faculty, avoid moving, taking, or selling items that might be obsolete, abandoned, or unwanted without first getting approval from GFU Surplus. Our goal is to ensure everything is managed safely and efficiently.

### **Responsibilities of GFU Surplus:**

GFU Surplus is responsible for overseeing all surplus items, lost and found articles, and abandoned property. This includes inspecting GFU storage spaces for unused items, managing items left behind by departing students and staff including end-of-year move-out (known as Phase 2) items, and facilitating the redistribution, sale, auction, or disposal of surplus items according to university policies and regulations.

### **Employee Compliance:**

Compliance with the surplus policy is required for all employees. It's crucial to follow proper procedures when handling university-owned items, including abandoned property. Unauthorized actions like taking, moving, donating, or selling these items may conflict with Section 5.8 in the GFU employee handbook, "Acceptable Employee Conduct," which emphasizes the importance of adhering to business principles, personal integrity, and university policies. We all play a role in upholding George Fox University's core values and maintaining trust within our campus community.

## What is considered Surplus at George Fox University?

### University-owned items:

- **Office Furniture:** Desks, chairs, filing cabinets, tables, and other office furniture no longer needed or in use.
- **Laboratory Equipment:** Scientific equipment that has been replaced or is no longer required for current research projects.
- **Computers and Electronics:** Computers, laptops, printers, monitors, and other electronic devices that have been replaced or upgraded.
- **Library Books and Materials:** Duplicates, outdated, or no longer relevant books, journals, and other library materials.
- **Classroom Supplies:** Whiteboards, projectors, screens, and teaching aids that are no longer needed or in use.
- **Sports Equipment:** Gymnasium mats, balls, nets, and other athletic gear no longer needed for sports programs or activities.
- **Maintenance and Facility Supplies:** Tools, cleaning equipment, landscaping materials, and building materials that are no longer needed or in use.
- **Vehicles:** Vans, buses, or maintenance vehicles no longer needed for transportation or operational purposes.
- **Unused Items Identified by Plant Services or Surplus/Inventory Staff:** Items like furniture or equipment that have been stored for over 30 days without use may be identified as surplus. The responsible department will be notified, and unless there are immediate plans to use the items, they may be sent to surplus or inventory. This policy ensures that other departments can obtain needed items, potentially saving costs for both departments and the university.

## What is considered Surplus at George Fox University? (Continued)

### Abandoned property by students, staff, and faculty members

**Definition:** Items from the below-mentioned categories that remain unclaimed after 15 days are deemed surplus.

- **Personal Electronics:** Smartphones, tablets, laptops, chargers, etc.
- **Clothing and Accessories:** Apparel, shoes, bags, etc., left behind in dormitories, classrooms, or common areas.
- **Books and Study Materials:** Textbooks, notebooks, stationery, etc.
- **Office Supplies:** Pens, pencils, markers, staplers, etc., left behind when vacating an office or workspace.
- **Furniture:** Personal items like chairs, lamps, or decorations left behind during moves or transitions.
- **Laboratory Equipment and Materials:** Tools, instruments, glassware, etc. (No Chemicals)
- **Bicycles and Transportation Items:** Bikes, scooters, skateboards, or other modes of transportation left on campus by students or staff members.
- **Personal Effects:** Miscellaneous personal items such as Jewelry, Keys, Eyewear, Sentimental Items, Cosmetic and Grooming Products, and Electronic Accessories.

**Note:** GFU Surplus will do its best to reunite individuals with personal effects like jewelry and sentimental items that may have accidentally been abandoned or left behind.

**Submission Process:**

Departments should submit surplus items via GFU Inventory/Surplus Removal Form:

1. Submit items using the [GFU Inventory/Surplus Removal Form](#).

**Note:** Any requests for surplus removal via a Plant Services Work order will be rejected, and a message will be sent informing you to fill out the GFU Inventory/Surplus Removal Form.

**Approval Process:**

All items submitted for surplus must be approved by the submitter's manager, department head, or Executive Dean. This process is included in the submission form.

**Evaluation and Disposition:**

All items submitted to GFU Surplus will be analyzed to determine the most appropriate method of disposition. This may include options such as recycling, resale, or disposal. Final approval for the disposition of all items will be granted by the Director of Procurement Services and in some instances, by the Chief Financial Officer. Options for disposal may include:

- ❑ Redistribution across campus to other departments or facilities.
- ❑ Placement in a university warehouse for future use if still in good working condition.
- ❑ Sale on designated university surplus websites or platforms.
- ❑ Auctioning of items deemed suitable for auction.
- ❑ Recycling or disposal of items unfit for reuse.

**Review and Revision:**

The appropriate university authorities shall periodically review and revise this surplus policy to ensure its effectiveness and alignment with GFU's goals and objectives.

**Conclusion:**

By adhering to this surplus policy, George Fox University aims to promote responsible resource management, foster sustainability, and optimize the use of university assets to benefit the entire campus community.