



University of Massachusetts
Amherst

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MEMORANDUM

Date: June 8, 2006
To: All Deans, Directors & Department Heads
From: John O. Martin, Director of Procurement

Subj. Sale of Surplus Equipment Policy

A new policy has been established that will allow surplus equipment to be transferred to other campus departments at established market values or sold to outside entities using a public bid process. Funds from the transfer or sale of surplus equipment will be allocated back to the department budget that sold the equipment. The Procurement Department will coordinate the sale of all surplus equipment as described below.

Campus departments will have first priority to obtain the equipment. Procurement will maintain a listing of available surplus equipment on their web site for at least 30 days prior to advertising to the public. Inter-department equipment transfers will be accompanied by budget transfers between the buyer and seller departments at agreed upon market values.

All sales to external entities will be coordinated through a public bid process that allows for maximum competition. Specialty items, such as scientific or athletic equipment, may be handled through a specialty bid that reaches a target audience to ensure a maximum return. Other items will be grouped together and bid as required.

Surplus equipment is defined as having an estimated value of \$100 or more. Items not classified as equipment such as furniture, file cabinets, etc. or non-saleable (junk) items should continue to be processed through the University's Waste Management Intermediate Processing Facility. Any items that require moving should continue to be handled by Campus Moving Services.

Grant funded equipment must be disposed in accordance with terms and conditions of the sponsoring agency.

The entire Surplus Equipment procedure can be referenced on the Procurement Department web page at <http://www.umass.edu/procurement/> under **Sale and Disposal of Surplus Equipment**.

Questions on this policy should be directed to the Director of Procurement at 545-0361.