

RULES OF
~~DEPARTMENT OF EDUCATION~~
~~DIVISION OF UNIVERSITIES~~
UNIVERSITY OF FLORIDA

6Cl-3.030 Finance and Administration; Surplus State Property

(1) Purpose. The purpose of this rule is to implement the ~~delegated~~ authority received by the university presidents~~State University System~~ in accordance with Section 1001.75(18)~~240.225~~, Florida Statutes, with respect to those functions and duties heretofore performed by the Department of Management Services in accordance with Chapter 287, Florida Statutes (Chapter 79-222, Section 13, Laws of Florida).

(2) Definitions.

(a) Accountable Officer -- Any person entitled to lawful custody of property owned by the state.

(b) Property Manager -- Any individual assigned by the University President to manage the assignment, accountability, transfer and disposal of state-owned property for which the University 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) Property Survey Board -- A body appointed by the President to oversee surplus property practices and determine disposition actions. There shall be representation from each budgetary unit on the Board.

(3) Reporting Requirements for Surplus, State-Owned Tangible Personal Property. Tangible personal property which is determined to be surplus because it is excess, obsolete, uneconomical or inefficient for continued use shall be certified as surplus by the Accountable

Officer for the property to the Property Manager. A Report of Survey form, FA Form FA-P-M-RS1/11-99, incorporated herein by reference and available from the Finance and Accounting office shall constitute the certification from the custodian. If a use for the property exists elsewhere within the University, the Property Manager is authorized to transfer accountability to a subsequent custodian in the area where it will be used. The Property Manager will agenda the certification for disposition action by the Property Survey Board.

(4) Buildings & 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.

(5) Items to be Reported. In instances of loss, theft, or fire, such surplus property should be reported to the Property Survey Board.

(6) Procedures for Disposal of Surplus Property. The Property Board shall determine the method for disposal of surplus property:

(a) Transfer to another State Agency or political subdivision.

~~1.~~ If because of its type, age or condition the Property Survey Board determines that~~feels~~ the equipment is not useful to any University ~~in~~under the State University System, the Property Survey Board ~~can~~may authorize transfer under such conditions as the Property Survey Board ~~deems~~may determine appropriate.

(b) Scrap or cannibalization of equipment.

~~1.~~ The Property Survey Board ~~can~~may authorize the scrap or cannibalization of equipment if it believes it is in the best interest of the University.

(c) Abandoned equipment.

~~1.~~ The Property Survey Board ~~can~~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.

—1.—The Property Survey Board ~~can~~may authorize the public sale of such property determined to be surplus to the needs of the University under the following conditions:-

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

2b. ~~Sales may be conducted at the discretion of T~~the Property Survey Board shall determine whether the sales are conducted, as auction or sealed bid sales.

(e) Transfer or donate to any private non-profit agency.

(f) Donation to other organizations.

—1.—The Property Survey Board ~~can~~may authorize the donation of such property determined to be surplus to other organizations as provided in Section 273.055, Florida Statutes.

(7) Availability of Surplus State Property. The Property Survey Board has the authority to ~~may at its discretion~~ recommend circulation of surplus property having a useful life to other agencies. Property listings will include condition and location of property available for viewing.

(8) Authority for Disposal. Certified surplus property shall not be sold, transferred, donated, cannibalized, scrapped or destroyed without prior written authority from the University Property Survey Board.

(9) Exchange Property. When the University has property available for use as a trade-in for the purchase of new property, a Report of Survey (FA Form FA-P-M-RS111-99), shall constitute certification from the Accountable Officer. The Property Manager will place the certification as an agenda item for the regularly held meeting of the property Survey Board for action.

(10) 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.

(11) Disposition of Monies. All monies received from the sale of such surplus property shall be retained by the University and disbursed pursuant to Section 1001.75(18), Florida

Statutes deposited as directed by the University Controller pursuant to Section 273.055, Florida Statutes.

Specific Authority 1001.74(4)~~240.227(1)~~, ~~273.05~~, ~~273.055~~ FS.

Law Implemented 1001.74(5), (6), 1001.75(18)~~240.227(13)~~, ~~273.05~~, ~~273.055~~ FS.

History--New 3-26-80, Amended 8-4-80, Formerly 6C1-3.30, Amended 5-18-92, 4-30-95, 5-1-96, 6-28-98, 5-22-01, _____.