



RESOLUTION

concerning

IMPLEMENTATION OF POLICIES FOR EQUIPMENT INVENTORY
AND DISPOSITION OF SURPLUS PROPERTY UNDER P.A. 91-256

JULY 31, 1992

WHEREAS, Public Act No. 91-256 has granted the Chief Executive Officer of each constituent unit of the State System of Higher Education to consider and devise ways and means of establishing and maintaining proper control of equipment, including all vehicles and office equipment, require the establishment of proper permanent inventory records and the taking of physical inventories, and may authorize the transfer, use or disposal of unused and improperly used or neglected equipment of such unit, and

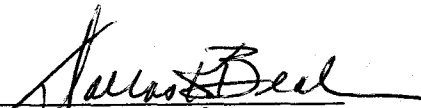
WHEREAS, The President of Connecticut State University, in accordance with BR#92-19, dated January 10, 1992, has developed drafts of administrative procedures to implement the Trustees' policies regarding the provisions of P.A. 91-256, and

WHEREAS, The President of Connecticut State University has sent copies of these procedures to various State agencies for their review and comments by February 28, 1992, and interested persons have responded, therefore, be it

RESOLVED, That effective July 31, 1992, the procedures regarding the equipment inventory and disposition of surplus property are approved and appended to this resolution, and be it

RESOLVED, That these procedures may be amended from time to time with the approval of the Board of Trustees.

A Certified True Copy:


Dallas K. Beal
President



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CONNECTICUT STATE UNIVERSITY

PROCEDURES FOR
EQUIPMENT INVENTORY AND DISPOSITION OF SURPLUS PROPERTY

The purpose of this document is to provide procedures to implement the provisions of Section 7 of Public Act No. 91-256 regarding the control of equipment and vehicles, establishment of inventory records, taking of inventories and disposal of unneeded equipment.

1. Extent of Authority

- a) Each University and the CSU Executive Office shall authorize the transfer or disposal of surplus, unused or obsolete equipment.
- b) Control of equipment, establishment of permanent inventory records and the taking of physical inventories of equipment shall be in accordance with Section 4-36 of the General Statutes of Connecticut, and be in the form prescribed by the Comptroller in the State of Connecticut Property Control Record Procedures Manual. **THE LOSS REPORTING REQUIREMENT OF SECTION 4-33A, CONNECTICUT GENERAL STATUTES, SHALL BE APPLICABLE.**
- c) **SOFTWARE IS NOT TO BE INCLUDED ON THE CAPITALIZED EQUIPMENT INVENTORY OR THE NON-CAPITALIZED INVENTORY SYSTEMS. MAJOR (MAINFRAME) SOFTWARE WILL BE RECORDED AND THE COST INFORMATION ENTERED ANNUALLY ON THE EXCEPTIONAL ITEMS LINE OF THE COMPTROLLER'S PROPERTY INVENTORY REPORT (CO-59).**

2. Equipment Replacement

- a) Each University and the CSU Executive Office shall provide for an annual inventory program separate from the permanent inventory record to reflect the current replacement value of all equipment.
- b) In order to standardize reporting, the following definitions will apply to the replacement value inventory program:
 - (1) Common Office Equipment - This consists of typewriters, file cabinets, desks and other equipment that is normally associated with running an office.
 - (2) Residential Equipment - This category includes student residence equipment (bureaus, beds) and student center residential life equipment.
 - (3) Education Equipment - This is equipment that is normally associated with the instruction process. This includes microscopes, student chairs, student desks, typewriters for students. Do not include computer hardware or computer furniture. Telecommunications satellites will be considered educational equipment when used primarily for instructional purposes.

- (4) Motor Vehicles - General - This includes automobiles, motorcycles, self-propelled trailers, etc., not used for plant maintenance.
 - (5) Motor Vehicles - Plant - This category includes trucks and other vehicles used for plant maintenance.
 - (6) Computer Equipment - Administrative - This category covers computer hardware and support equipment, computer furniture, etc. that is used for administrative purposes. Mainframes are considered administrative for purposes of this program.
 - (7) Computer Equipment - Educational - This category covers computer hardware and support equipment, computer furniture, etc. that is used for instructional purposes.
 - (8) General Plant Equipment - This includes lawn mowers, tractor mowers, buffing machines, etc. This category covers equipment that is used to maintain the physical plant. It does not include equipment that is part of or attached to a building such as boilers, elevators, etc.
 - (9) Telecommunications - This category includes owned telephone systems, facsimile machines, and telecommunications satellites when not used for instructional purposes.
 - (10) Miscellaneous - This category includes all equipment that is not covered by the above categories.
- c) The Consumer Price Index (CPI), as reported by the Connecticut Department of Labor, will be the factor used for updating the inventory value of the equipment replacement program (only) at the beginning of each fiscal year. Exceptions to this are allowed locally for products whose prices have under or overperformed the CPI.
- d) The program will have each item's date of purchase and useful life in years (from Internal Revenue Service publication #534) in order to document the replacement process.

3. Surplus Declaration

Any University department that determines an item or items to be surplus, unused and/or unserviceable shall notify the Inventory Control Officer.

4. Options for Disposition of Surplus Equipment

The Inventory Control Officer at each State University, or an assignee, shall inspect the item(s) and determine which disposition method will be in the best interest of the University. Options may include:

- a) Intra-University Reassignment - The Inventory Control Officer will attempt to identify other University departments which can utilize items from surplus by advertising, within local publications, the availability of surplus property.
- b) Trade-in - Inventory Control Officer will attempt to identify

opportunities to achieve lower prices by utilizing surplus property as trade-ins when purchasing new equipment and/or supplies.

- c) Transfer to Other CSU Campuses - The Inventory Control Officer shall make surplus property available to the other campuses of the State University System.
- d) Transfer to Other State Agencies - The Inventory Control Officer will attempt to identify other State agencies which can utilize surplus items by communicating regularly with the State Surplus Property Officer.
- e) Public Sale - In the event that no other University department or other State agency has been identified as potential recipient of surplus property within ten working days of notification, the Property Control Officer may sell surplus property by making a public offering. Sales to the general public will be held on an "as needed" basis and shall be the result of public notice in a minimum of three newspapers no less than ten days prior to the scheduled sale. Every item offered for sale to the general public will be sold "as is and where is" and will be either publicly auctioned, sold by competitive sealed bid or will be clearly marked with a price which has been determined by the Inventory Control Officer as a fair price based on the existing market, the condition of the item(s) and other salient factors.
- f) Discard or Donate - Surplus property may also, at the discretion of the Inventory Control Officer, be discarded or donated, with proper documentation maintained as a permanent record and such disposal to be attested to by the signature of the campus' Inventory Control Officer and Vice President for Finance and Administration.

5. Payment

- a) Payment of items sold to the public by fixed price or competitive bid will be made in the form of cash or a certified check drawn on an institution authorized to do business in the State of Connecticut and payable to the individual selling institution. Such payment will be received and the receipt issued by the Cashier's Office of the selling institution.
- b) Each campus will deposit such sale proceeds as revenue to campus level operating fund(s).

6. Library Materials

Library materials will continue to follow disposal guidelines per Board of Trustees Resolution No. 83-130.

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