Georgia State University Policy

5.30.07 Disposal of University Equipment (3-00-12.1)

Policy Summary

The Georgia State University (GSU) Surplus Operations Section is responsible for the redistribution and disposition of university surplus property in accordance with laws and guidelines established by Georgia Department of Administrative Services, Surplus Property Section.

Full Policy Text

The Georgia State University (GSU) Surplus Operations Section is responsible for the redistribution and disposition of university surplus property in accordance with laws and guidelines established by Georgia Department of Administrative Services, Surplus Property Section.

Administration of Policy

Mandating Authority:
O.C.G.A. 50-5-141

Responsible Office(s):
Business Services, 901 One Park Place, 3-3150

Responsible Executive(s): SVP for Finance and Administration

Policy History

Approving Body: Unknown

Contacts

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number and/or E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Services</td>
<td>901 One Park Place</td>
<td>404-413-3150</td>
</tr>
</tbody>
</table>

Rationale or Purpose

None given.

Definitions

Word, Phrase, or Acronym  Definition
**Surplus Property**  
Any item that is non-consumable and non-expendable that is no longer needed by the owning department

**Additional Information**

This policy does not cover real estate or hazardous materials. Hazardous materials are defined as any property regulated by the state and federal Environmental Protection Agencies. The Surplus Operations Section is not authorized to handle or dispose of any regulated hazardous materials. Hazardous material or property containing such material will not be accepted at the Surplus Warehouse.

Regardless of the method of acquisition, once property title transfers to the university, it becomes Georgia State property. There is no mechanism with the surplus property law that allows for the transfer of state property out of the state of Georgia. The Surplus Operations Section is responsible for the oversight and disposal of all GSU surplus property. The Surplus Operations Sections disposes of property by redistribution to campus departments, state agencies, local governments and eligible non-profits organizations in accordance with the Georgia Department of Administrative Services (DOAS) guidelines.

**Additional Helpful Resources**