



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
DISPOSAL OF SURPLUS, DAMAGED AND UNSERVICEABLE UNIVERSITY PROPERTY	August 2006	1130.010b

PROCEDURE STATEMENT (R)

Florida International University's Property Control Office shall control the accumulation, handling and disposition of all University surplus, damaged and unserviceable property.

All University property determined to be of no use to the department shall be declared surplus and reported to the Florida International University Property Control Office. Employees or departments shall not be permitted to sell surplus property, or to obtain such property for personal use. Unless recycled to another University department, the Property Control Office shall dispose of surplus property in accordance with State law and University rules and regulations. Guidelines for the disposal of surplus, damaged or unserviceable property are outlined in the FIU Property Control Manual.

REASON FOR PROCEDURE (O*)

To outline the procedure for the disposal of University surplus, damaged, and unserviceable property and ensure compliance with State law and University rules and regulations.

RELATED INFORMATION (O*)

Section 273.05, Florida Statutes.

HISTORY (R*)

This policy supersedes "Damaged, Surplus and Unservicable Property," Policy 12.9 with a last revision date of January 13, 1999. Revision Date: August 2006.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance & Administration
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of the Controller /Property Control Department
11200 S.W. Eighth Street, CSC 1140
Miami, Florida 33199
Telephone: (305) 348-2167

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

FORMS/ONLINE PROCESSES (O)

FIU Property Control Manual

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**