



Department of Facilities Management

POLICY & PROCEDURE DOCUMENT

NUMBER: 1.009

DIVISION: Department of Facilities Management

TITLE: Surplus Policy

DATE: July 1, 2014

REVISED:

Policy for: All Department of Facilities Management Employees

Authorized by: Director Facilities Management

I. Purpose and Scope

Western Kentucky University Department of Facilities Management manages the removal and redistribution of surplus assets. The program is coordinated by the Recycling and Surplus Coordinator and requests for removals are made through the DFM Work Order System.

II. Policy

- A. All WKU owned assets must be transitioned to surplus when no longer wanted
- B. No WKU asset can be taken for personal use
- C. No WKU asset can be sold by a department
- D. Any future sales of items that have been placed in surplus will be handled by the Recycling and Surplus Coordinator and any potential revenue from the sale will stay with the Recycling and Surplus Department
- E. Please refer to the Campus wide policy for more details on the responsibility of surplus disposition
http://www.wku.edu/policies/csf_policies/campus_services_and_facilities_policy_on_disposal_of_surplus_property.pdf

III. Procedure

To request removal of an item:

- A. Place a work order in the Department of Facilities Management work order system
- B. Specify in the work order a description of the items needing to be removed and the inventory control information pertaining to each item
- C. If there are special instructions (such as the items are located in a locked room or someone should call before pick up) this information needs to be included in the description of the work order
- D. Once the items are collected by a Surplus Team Member, the item will go to one of the following locations:
 - 1. Scrap Metal Dumpster
 - 2. Trash Dumpster
 - 3. Electronics Recycling Bin (located in Surplus)
 - 4. General Surplus Storage
- E. Upon closing of the work order, a copy of the work order is given to Inventory Control for records to be update
 - 1. Department of Facilities Management does not handle Inventory Control records and cannot update Asset Inventory. DFM is only responsible for the moving and removal of surplus on campus

IV. Exclusions

V. Related Policies

VI. Reason for Revision

Appendices: