

06-22. Surplus

Internal Policies and Procedures of the Utah State Board of Education
Policy # 06-22
Subject: Surplus
Effective Date: 1/19/2018
Revision Dates:
Purpose: To provide for the legal disposal of state property at the USBE.
Policy: The Utah State Board of Education will adhere to the Utah Division of Purchasing and General Services Surplus Property Procedures regarding the disposition of property. http://purchasing.utah.gov/general-services/surplus-property/
References: Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code; Utah Administrative Code Title R33; Utah Administrative Code Title R277-122

Procedure:

- When property has been determined to have exceeded its useful life and that the property has no further value to USBE, the property will be disposed in accordance to this and other policies.
- The responsible employee will complete any forms required, including those from State of Utah Surplus, and will submit to the appropriate purchasing agent.
- The purchasing agent will coordinate with the employee and Utah Surplus for the proper and final disposition.
- Other USBE sections will have the opportunity to claim the property prior to it being sent to Utah Surplus.