

# Texas A&M AgriLife Extension Service Procedures

## 21.01.10.X0.01 | Surplus or Salvage Property

*Approved: February 17, 2011*

*Reviewed: August 28, 2015*

*Next Scheduled Review: August 28, 2020*



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### **PROCEDURE STATEMENT**

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This procedure establishes disposal methods for surplus or salvage property for Texas A&M AgriLife Extension Service (AgriLife Extension) units.

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### **REASON FOR PROCEDURE**

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This procedure is required by The Texas A&M University System (A&M System) Regulation 21.01.10, *Surplus or Salvage Property*.

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### **PROCEDURES AND RESPONSIBILITIES**

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#### 1.0 GENERAL

- 1.1 The Federal Surplus Property Donation Program is operated under the supervision of the United States General Services Administration (GSA). All non-consumable Federal surplus personal property and Federal excess personal property—other than scrap acquired by AgriLife Extension—will be assigned an asset number. If the property is bought through GSA, the description should begin with GSA.

Asset numbers assure that the property is monitored and disposed of according to Texas Surplus Property Agency (TSPA), which is under the Texas Facilities Commission and GSA regulations.

- 1.2 Non-consumable Federal surplus personal and Federal excess personal property will be added to the permanent inventory record of the agency following the state threshold rules for the acquisition cost of property. Inventory records pertaining to non-consumable personal property acquired must be maintained by the agency in the same manner as other inventoried property belonging to the agency.

#### 2.0 DISPOSAL OF FEDERAL SURPLUS PERSONAL PROPERTY

- 2.1 Generally, the donee must agree to place the property into use within their state and within one year of the acquisition, and to continue the property's use for:

- One year—for property with a unit acquisition value of less than \$5,000; or
- Eighteen months—for passenger motor vehicles or any item of property having a unit acquisition value of \$5,000 or more.

- 2.2 Unless otherwise restricted by the GSA Federal surplus personal property which has remained in bona fide use accordingly, may be transferred, sold, traded-in on new property, or otherwise disposed of according to the procedures described in the *Texas A&M AgriLife (AgriLife) Inventory/Property Procedures Manual*.

### 3.0 DISPOSAL OF FEDERAL EXCESS PERSONAL PROPERTY

Federal excess personal property no longer needed by the agency must be reported to the GSA regardless of the amount of time the property has been in use and may not be transferred, sold, traded-in on new property, or otherwise disposed of without specific written approval from the GSA. If approved by the GSA, transfers, sales, trade-ins, and other methods of disposal must be accomplished according to the *AgriLife Inventory/Property Procedures Manual*.

### 4.0 DISPOSAL OF STATE SURPLUS OR EXCESS PERSONAL PROPERTY

State surplus personal property may be transferred, sold, traded-in on new property, or otherwise disposed of according to the procedures described in the *AgriLife Inventory/Property Procedures Manual*.

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## **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[A&M System Regulation 21.01.10, \*Surplus or Salvage Property\*](#)

[AgriLife Inventory/Property Procedures Manual](#)

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## **CONTACT OFFICE**

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For questions concerning inventory, contact the AgriLife Manager of Fleet, Property, and Inventory at 979-845-4791.