



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

Background:

The University has in the past leased various facilities from external vendors to provide both short- and long-term storage for the University community. The acquisition of the former Cowden's Facility (called the Support Services Complex) was used as a consolidated warehouse and storage facility prior to being sold in December 2008. At that time, the University leased a portion of a tobacco warehouse at 150 Old Cranston Road to accommodate the Central Receiving and Surplus Property programs. In July 2009 the University took possession of the tobacco warehouse located on 200 American Legion Way to serve the needs of the campus community for Central Receiving and Surplus Property. In July 2019, Central Receiving and Surplus property moved to the Third Street Receiving and Storage Facility located on the main campus.

The Third Street Receiving and Storage Facility will provide storage space for surplus fixed assets awaiting transfer to other departments/units or to be placed for sale to the general public. The facility will be staffed on a daily basis and departmental inspection and selection of available surplus items will be greatly improved.

Administrative Regulation:

Property declared surplus to the needs of any University department/unit shall be moved to the Third Street Receiving and Storage Facility. Items suitable for use by other campus departments/units shall be available for inspection and transfer on a first-come, first-served basis for a period of thirty (30) calendar days following removal from the original department/unit. In 2016 the University established an Online Surplus site available via credentialed login for all faculty and staff. This site is used to post all items being declared surplus by departments and is also used by departments that wish to request an item be repurposed for use in another office on campus. The items remain posted on the site for the required 30 days. At the end of the thirty (30) day period, the items will be made available to other external public purchasing units, or offered for sale on a first-come, first-served basis to the general public. Sales to the general public shall be scheduled as needed. The University may also, from time to time, offer items for sale using Internet auction sites or sealed bid. The University may also donate, upon request, to non-profit government entities and 501(c)(3) corporations.

Requests to store fixed assets for extended periods of time, such as is often required when renovating a campus facility, will be addressed on an available space basis. The Office of Procurement Services will consider storage requests for renovation projects and short term storage only.

Administrative Procedures:

1. Declaration of surplus property is completed by the department in possession of the item by :
 - a. Posting the item on the Online Surplus site available from the employee portal. A photo of the item is required.
 - b. Requests for storage space for fixed assets during renovation projects and for short term storage should be sent via email to surplus@moreheadstate.edu. Include a listing of the assets needing storage space including white bar code tag number(s), a description of the renovation project or reason for short term storage need, the estimated amount of square footage needed, and the estimated length of time for the storage. A reply to the request will be made within ten (10) working days.
2. Warehouse & Asset Manager will pick-up the items and transport to the warehouse facility or enter a work order request to the Facilities Management system to schedule a pick-up and delivery to the warehouse facility.

APPROVED BY:

VICE PRESIDENT: _____



DATE: _____

APPROPRIATE INSTITUTIONAL REVIEW: _____

DATE: _____

PRESIDENT: _____



DATE: 12-9-19'