

Notice 13-02
April 2, 2013

**CHANGES IN PROCEDURES REGARDING
DISPOSITION OF UNIVERSITY SURPLUS PROPERTY**

Policies and Procedures Manual Chapter 6510.065 Disposition of Property has been updated to reflect changes in surplus property disposition procedures. Some of the changes include:

1. The K-State Equipment/Supplies Departmental Exchange website has been renamed KSU Surplus Property. All university property that is still in working condition (including vehicles) must be listed on the updated KSU Surplus Property website before pursuing other means of disposal. This will ensure the university is making every effort to fully utilize its property internally before disposing of it. The updated website is located at: <http://dfs.k-state.edu/surplus>.
2. Items listed on the Internal Listing surplus property site are automatically posted to the new Kansas Institutions of Higher Education list as well. As agencies of the State of Kansas, these entities are considered internal customers. Individuals acting in a personal capacity are not eligible to receive surplus property through this option.
3. Departments are now able to choose to list property available to the general public on the website, once the item has been listed on the Internal Listing site for seven (7) days. This provides a method to offer items at a predetermined fixed price.
4. For items whose original unit cost was \$1,000 or less a Disposition of Property form is no longer required to be submitted for Division of Financial Services approval. The form should still be completed and approved by the department authorized person and retained by the department for audit purposes. If these items are in working condition, they must still be listed on the KSU Surplus Property website before pursuing other means of disposal.
5. The Disposition of Property form has been revised and the old form will no longer be accepted after June 30, 2013. You may access the new version of the disposition form at <https://eforms.ksu.edu:8080/eforms/forms>.

Items currently listed on the K-State Equipment/Supplies Departmental Exchange will be transitioned to the new website automatically. For additional details, please refer to [PPM Chapter 6510.065](#) Disposition of Property and/or the Help/FAQ section of the KSU Surplus Property website. If you have questions, please contact DeeAnna Fugate at 532-6525 or dkfugate@ksu.edu.