LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services **MAPP 05.03.08**
AREA: Controller

Transfer and Disposal of Surplus Property

I. POLICY

A. Lamar University (LU) manages the transfer, disposal, and sale of surplus property in an orderly, controlled, and accountable manner through its Office of Property Management (Property Management), in compliance with applicable state law, Texas State University System (TSUS) Rules and Regulations, and institutional procedures.

B. Surplus property shall be disposed of in a manner that safeguards university assets, protects institutional interests, minimizes risk and cost to the University, and serves the best interest of the State of Texas.

II. PURPOSE AND SCOPE

A. This policy is issued under the authority of Texas Government Code, Title 10, Subtitle D, Chapter 2175 (Surplus and Salvage Property); TSUS Rules and Regulations; Texas Comptroller State Property Accounting (SPA) requirements; and other applicable state and federal laws governing surplus property.

B. As an institution of higher education, Lamar University may exercise limited statutory flexibility in the disposition of surplus property, provided that such actions are properly authorized, documented, and consistent with the intent and requirements of applicable state law and system regulations. (Texas Government Code § 2175.304)

III. DEFINITIONS

A. **Tagged Asset:** A Capitalized, Comptroller-Controlled, or Locally Controlled asset listed on the University Inventory.

B. **Capital Asset:** Real or personal property with an estimated life of greater than one year. Capital assets may or may not be capitalized for financial reporting purposes.

C. **Capitalized Asset:** is a capital asset with a value equal to or greater than the capitalization threshold established for that asset type. Capitalized assets are reported in an agency's AFR.

D. **Comptroller-controlled Asset:** A capital asset with a value less than the capitalization threshold established for that asset type, but due to its high-risk nature, is required to be tracked. Controlled assets are not reported in an agency's AFR.

E. **Locally Controlled Asset:** A capital asset not capitalized nor listed on the Comptroller's controlled asset list, but is tracked and accounted for as mandated by agency management. Controlled assets are not reported in an agency's AFR.

F. **Personal Property:** Fixed or movable tangible assets to be used for operations from which the benefits extend beyond one year from the date the asset was acquired and rendered into service.

G. **Real Property:** land, improvements (such as buildings, structures, and fixtures embedded or permanently affixed to the land), mines, quarries, minerals in place, standing timber, and any estate or interest in these properties.

H. **Surplus Property:** Personal property that exceeds a state agency's needs and is not required for the agency's foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose (Texas Government Code § 2175.001(4)).

I. **Salvage Property:** personal property that through use, time, or accident is so damaged, used, or consumed that it has no value for the purpose for which it was originally intended (Texas Government Code § 2175.001(3)).

> **Note:** In this policy, the term "Surplus Property" may be used to refer to "Surplus and Salvage Property" as a whole.

J. **Property Manager.** The individual designated by Lamar University and recognized by the Texas Comptroller of Public Accounts as responsible for the administration, control, and disposition of the University's surplus and salvage property.

K. **Property Custodian.** A university employee designated by a department to be responsible for the care, tracking, and reporting of property assigned to that department.

L. **Data-Processing Equipment.** Computers, servers, laptops, storage devices, and related equipment as defined by Texas Government Code § 2054.003.

M. **Assistance Organization.** An organization defined and eligible under Texas Government Code § 2175.001(1) to receive surplus property.

N. **Surplus Property Warehouse.** A University-designated location for the temporary storage and management of surplus property pending final disposition.

IV. ROLES AND AUTHORITIES

A. The President delegates authority to the Property Manager of the University to administer the disposal, transfer, or sale of state-owned Tagged Assets. The Property Manager of the University is the only individual authorized to administer the disposal, transfer, or sale of state-owned Tagged Assets.

B. All surplus property dispositions shall be administered exclusively by the Office of Property Management in accordance with:

   1. Texas Government Code Chapter 2175
   2. TSUS Rules and Regulations
   3. Applicable Texas Comptroller SPA guidance
   4. Approved institutional policies and procedures

C. The Office of Property Management is responsible for determining and approving the appropriate method of disposition for surplus property, including transfer, auction, sealed bid, donation, or direct sale, based on documented analysis and in a manner that is in the best interest of Lamar University and the State of Texas.

V. PROCEDURES

A. All University surplus property shall be identified, reported, and disposed of through the Office of Property Management.

B. Each department's Property Custodian is responsible for promptly identifying and reporting excess or surplus property under the department's control. Upon notification, Property Management will coordinate the appropriate handling of the property. In most cases, surplus property will be transported to the University's designated surplus property warehouse, where final disposition will be determined and executed. When deemed appropriate by Property Management, surplus property may be disposed of without transfer to the surplus property warehouse. Once accepted by Property Management, the property will be removed from the requesting department's inventory and recorded in surplus inventory as applicable.

C. Priority Order for Disposition of Surplus Property

   1. When surplus property retains potential utility for educational or governmental purposes, Property Management shall give priority to reuse and transfer before sale or salvage, consistent with Texas Government Code Chapter 2175.304 and Comptroller surplus property guidance.

   2. When practicable, the priority order for disposition of surplus property shall be:
      a. *Re use within Lamar University (interdepartmental transfer)*
      b. *Transfer, or sale when authorized by law, to public school districts or public schools within the State of Texas or to an assistance organization designated by the school district.*
      c. *Transfer to other State of Texas agencies or institutions of higher education*
      d. *Disposition by sale or auction*
      e. *Donation to an assistance organization (only applicable when none of the above options are available)*
      f. *Salvage*

3. If more than one public school, school district, or assistance organization seeks to acquire the same property on substantially the same terms, the University shall give preference in accordance with Texas Government Code § 2175.304(c)–(d).

4. Nothing in this section obligates the University to approve a transfer when transfer is operationally impracticable, cost prohibitive, or not in the best interest of the University or the State.

D. Sale or Salvage of Surplus Property

1. Subject to the priority order set forth in Section V.C, surplus property may be disposed of by sale, auction, or salvage as provided below.

    a. If surplus property is not reused on campus or transferred to an eligible school district or other state agency within a reasonable period, Property Management may authorize disposition by sale, auction, or salvage in accordance with Texas law and TSUS requirements.

    b. In limited and exceptional circumstances, Property Management may approve the direct sale of surplus property to an individual or nongovernmental entity when traditional surplus disposition methods are determined to be operationally impracticable or not in the best interest of the University or the State. Such circumstances may include, but are not limited to:
        i. Extraordinary size, weight, configuration, or fixed installation of the property
        ii. Excessive cost or risk associated with the university-performed removal or transport
        iii. Imminent renovation or construction requiring expedited removal
        iv. Health, safety, or operational risks related to continued retention of the property

    c. Direct sales to individuals or entities are special case dispositions and are not routine methods of surplus disposal. Each direct sale must:

        i. Be approved by the Office of Property Management
        ii. Be supported by written justification
        iii. Be conducted in a transparent and defensible manner
        iv. Include “as is, where is” terms and appropriate release and liability documentation
        v. Require full payment prior to release
        vi. Be properly recorded in the University Property Accounting system

    d. Under no circumstances may surplus property be sold, transferred, or released outside of Property Management’s authority or without appropriate documentation and approval.

E. Disposition of Law-Enforcement Vehicles

1. Surplus law-enforcement vehicles shall not be sold or transferred to the public until all law-enforcement markings, equipment, and insignia have been removed in accordance with Texas Government Code §2175.908. Vehicles may not be sold or transferred to a licensed

security services contractor unless all identifying emblems or insignia are removed prior to disposition.

a. This includes but is not limited to: lights, sirens, amber warning lights, spotlights, grill lights, antenna, emblems, outline of emblems, and emergency vehicle equipment.

2. Decommissioning of law enforcement vehicles and equipment is to be completed by LUPD prior to the transfer of responsibility.

F. Removal of Data from Data-Processing Equipment

1. Prior to disposal or transfer of data-processing equipment that will not remain under State ownership, the University shall ensure that all data is permanently removed in accordance with Texas Government Code § 2054.130 and applicable Department of Information Resources rules. Data removal shall be documented using forms or records approved for this purpose, and disposal or transfer shall not occur until the removal process is complete.

2. Data removal methods shall be consistent with applicable standards and guidance issued by the Department of Information Resources.

3. Sanitization of data processing equipment shall be overseen by the Department of Information Technology.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Financial Officer and Vice President for Operations

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Mary Wickland, CPA
Chief Financial Officer and Vice President for Operations
Approved: 06/29/2026

Dr. Jaime R. Taylor
Lamar University President
Approved: 06/29/2026

POLICY LOG

Version 1

07/07/2021
Version created.

09/29/2021
Policy approved by President.

Version 2

06/12/2026
Policy revised by Asset Inventory Manager, definitions and procedures added.

06/29/2026
Policy approved by President.