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Home > Capital Asset Surplus

**Topic**  
Business Administration [1]

**Policy Number**  
200-25

**Reviewed Date**  
August 10, 2017

**Responsible Office**

- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**

This policy outlines the rules governing the disposal of capital asset surplus equipment.

**Definitions**

Capital Asset Surplus

Capital Assets that a campus department has determined to be at the end of its useful life expectancy or is no longer of use. Capital Asset Surplus is tangible property acquired for $5,000 or more, and which has a normal life expectancy of more than one year.

**Policy**

**A.** Disposal of capital assets must be handled through Logistics.

**B.** University-titled property originally purchased with Government funds must not be sold to other departments, campuses or educational institutions if the purchaser intends to use Government funds as the payment source. (See UCOP Business & Finance Bulletin BUS-38 for details.)

**C.** A University location must offer excess property with an estimated individual or per lot fair value of $50,000 or more to the other University locations before it is placed on public sale. Automotive equipment is exempt from this requirement.

Capital assets with a fair market value of $5,000 must go through an online auction process; the first 7 days for UCSF departments exclusively, and thereafter for another 14 days for general public. It is the intent of this policy to secure the best return to the University.

**D.** University property may not be given or sold to particular employees or students in a manner that gives them preference over other employees, students, or the public at large. Such employees or students must purchase items on the same basis as all other interested parties and in accordance with the methods administered by Logistics.

**E.** Capital assets may not be donated unless the value is de minimis. De minimis is from the Latin, *de minimis* ? of minimum importance? or ?trifling.? Property is considered *de minimis* when its fair value is negligible, that is, below the costs required for handling, record keeping,
storage, removal and other costs associated with its trade, sale or disposition.

Capital asset donations with de minimis value must be authorized by both the Logistics Director and the Associate Vice Chancellor of Supply Chain Management. The Community and Government Relations department certifies the eligibility of non-profit organizations to receive donations. The donation recipient entity will sign a University waiver.

F. Proceeds from the sale of surplus items will be returned to the appropriate department after deduction of approved processing charges. See the UCSF Logistics website for details:

https://supplychain.ucsf.edu/node/101/  [3]

G. Capital Asset Surplus equipment that has any kind of data stored on a hard drive should be encrypted.

Responsibilities

Contact the Logistics unit with any questions.

Related Policies

- 300-23 - Contribution and Donations  [4]

References

- Logistics Website  [5]
- Campus Procurement & Business Contracts Purchasing Guide
- UCOP Business & Finance Bulletin BUS 29 - Management & Control of University Equipment
- UCOP Business & Finance Bulletin BUS 38 - Disposal of Excess Material & Transfer of Federally-Funded University-Owned Material