



STUDENT DEVELOPMENT AND ENROLLMENT SERVICES POLICY

SUBJECT: Disposal of Property	Effective Date: 4-21-16	Policy Number: 3-003	
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APPLICABILITY/ACCOUNTABILITY

The policy applies to all employees (USPS, A&P, Faculty, and OPS) working for a department within Student Development and Enrollment Services (SDES).

BACKGROUND INFORMATION

All items that are purchased with University funding or belong to the University are not to be thrown away or disposed of in any way except in compliance with the University's existing procedure.

The Disposal of Property policy is applicable to any and all University owned property, including, but not limited to: office supplies, equipment, tools, custodial supplies, electronics, scraps or leftovers from building projects, or anything else purchased with University funding. The only items exempt from this policy are uniforms issued to the individual employee.

DEFINITIONS

Property Custodian. The individual within each department who is responsible for safeguarding and tracking state-owned property. There can only be one property custodian per department. This individual is responsible for ensuring that the property being placed for surplus is the actual property described in the surplus request and that the originating department within the university no longer has a legitimate business related need for the item.

PROCEDURES

The disposal of items is to be managed only by the individual who has been designated by the department director as property custodian. Staff are not to remove any items from dumpsters,

garbage cans, or any other trash receptacle. This includes items that have been thrown away, placed into designated surplus bins, or been designated for disposal or surplus.

No university owned items may be removed from campus for any reason without an "Authorization for Off-Campus Use of State-Owned Property" form on file. Violation of this policy may result in disciplinary action, up to and including termination.

RELATED INFORMATION

UCF Policies
<http://policies.ucf.edu>

UCF Regulations
<http://regulations.ucf.edu>

RELATED DOCUMENTS

Certified Surplus Property Removal, Evaluation, and Disposition Procedure
<http://www.fs.ucf.edu/Procedures/Certified%20Surplus%20Property%20Removal,%20Evaluation,%20and%20Disposition%20Procedure.pdf>

Authorization for Off-Campus Use of State Owned Property form
<http://www.fa.ucf.edu/Forms/Property/41-814.pdf>

CONTACTS

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POLICY APPROVAL

Policy Number: 3-003		
SDES Policy Review: <u>David L. Paulin</u>	Date: <u>4/7/16</u>	
SLT Designee: <u>[Signature]</u>	Date: <u>4.8.16</u>	
SDES Vice President: <u>Maribeth Chang</u>	Date: <u>4/21/16</u>	