

AGENCY:	Southeastern Louisiana University	REFERENCE NO.:	PY-0101
OFFICE:	Property Control Department	MANUAL TYPE:	Policy
		EFFECTIVE DATE:	02/01/01
<b>TITLE:</b>	<b>Equipment Disposal Requirements (Not Computer Equipment)</b>	SUPERSEDES NO.:	
		NO. OF PAGES:	1

All movable and immovable property (equipment) acquired by Southeastern Louisiana University (SLU) shall remain the responsibility of SLU until disposed of in an authorized manner. Louisiana Property Assistance Agency (LPAA) requires that inventoried property retain its original capital value on LPAA records until such authorized disposition occurs.

Departments may dispose of SLU inventoried (tagged) property and non-inventoried movable or immovable property (equipment) as follows:

**Transfer** the item to another department within SLU with written notification made to SLU Property Control.

Request to **surplus** an item to SLU Property Control for transfer to LPAA. SLU may not transfer or sell a property item to any person, agency, organization or entity. See LA Revised Statute 39:309.B (1). Surplus items are made available to other state agencies, qualified organizations, or sold by LPAA as surplus.

Request in writing to **transfer** an item to another Louisiana state agency with prior written notification made to SLU Property Control who will in turn solicit the required approval from LPAA before the item is delivered to or picked up by the state agency.

Request in writing to **transfer** an item to a LPAA qualified educational, charitable or religious organization with prior written notification made to SLU Property Control who will in turn solicit the required approval from LPAA before the item is delivered to or picked up by the organization.

Request to **salvage** an item for parts with prior written notification made to SLU Property Control who will in turn solicit the required approval from LPAA before the item is dismantled.

Request in writing to **trade** an item in on a new acquisition through the Purchasing process with prior notification made to SLU Purchasing & Property Control Director and required approval received from LPAA. See LA Revised Statute 39:309.B (1).

Request in writing to **return** an item to a federal or private funding agency at the close of contract if conditions for return were so specified in the award agreement. Return is contingent upon required approval received from LPAA.

Contact SLU Property Control to dispose of property in some other manner not outlined herein.