

# DISPOSAL OF EQUIPMENT AND SUPPLIES POLICY

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For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).  
Last updated on: October 21, 2010

## **Section 1 - Policy**

1. The American University of Beirut shall dispose of equipment and supplies that are surplus to its requirements or that have reached the end of their useful life, either by way of public sale, or donation.
2. The Materials Management Department - Campus (MMDC) is responsible for disposing of surplus or obsolete equipment and supplies, either by way of transfer to another department, sale, scrap, or donation.
3. MMDC shall endeavor to dispose of equipment and supplies at a fair market price. In cases where it is difficult to sell equipment and supplies or when it is socially or financially beneficial to donate the items to a third party, the items may be donated by the University rather than being sold. Donations shall not be made to individuals or institutions where there could be competing demand. Donations may be channeled through a third party organization responsible for fair distribution of the items.

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## Section 2 - Procedures

### 1. Documentation

- a. The request for disposal of equipment and supplies shall be documented on the "[Surplus Property Disposal and Transfer Request](#)". The completed form shall be sent to MMDC for processing.
- b. In the case of furniture and equipment, the form must be approved in writing by the head of the user department, and in the case of AUBMC, the director of the medical center and either Physical Plant (campus), Plant Engineering (AUBMC), Medical Engineering, or the Computing and Networking Services (CNS) in case of IT equipment.
- c. Disposal of obsolete or surplus supplies from MMD stores shall be approved by the user department head and the director of the medical center, in case of hospital supplies. The MMD shall notify the Comptroller's Office of such disposal to update related inventory records, and the cost price will be debited to the end user.
- d. Hazardous equipment and chemicals shall be returned to the suppliers for credit. Otherwise, MMD shall require the Environmental Health, Safety, and Risk Management Department (EHSRM) to determine the proper method of disposal.
- e. The vice president for facilities shall approve disposals of equipment and furniture having historic or intrinsic interest or assessed as A1<sup>1</sup>, A4, B1, or where the undepreciated or estimated current value of the items to be disposed of exceeds \$10,000.
- f. MMDC shall notify its transportation team (or the Physical Plant Transportation Services Unit) to transport the surplus item(s) to the designated storage area(s).

### 2. Methods of Disposal

- a. If a department wishes to dispose of supplies and equipment by means other than sale through MMDC, the "[Surplus Property Disposal and Transfer Request](#)" shall be completed and an explanation shall be indicated. The MMDC director shall secure the higher authority approval if needed.
- b. The MMDC director/Sales Committee shall establish the fair market value of the items to be disposed of and shall consult with the appropriate experts in the field in case of intrinsic or historical values.
- c. MMDC shall prepare tender documents and the scrap items lists that accompany the tender and all other documents needed to carry out the sale.

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<sup>1</sup> A1 - Serviceable, shelf life remaining – EXCELLENT  
A4 - Serviceable, shelf life remaining – USABLE  
B1 - Serviceable, short service life expectancy - EXCELLENT

- d. Items are sold as is/where is, and the purchaser shall be responsible for all costs relating to their removal from AUB property.
- e. MMDC shall prepare the bill of sale which the purchaser shall pay at the Cashier's Office within seven days. Items not paid for and collected within seven days of the date of sale may be resold or otherwise disposed of at the discretion of MMDC.
- f. MMDC and the Protection Office shall oversee the loading of the items sold onto the purchaser's transport. The Protection Office patrol shall then accompany the transporting vehicle off AUB premises.
- g. Equipment or supplies may be offered for sale directly to the AUB community or by public tender. Normally, items will be sold to the person making the highest offer. However, the University reserves the right to cancel a sale bid, withdraw all or any of the items offered for sale prior to issuing the bill of sale, reject or accept any offer without any obligation to explain the decision to prospective purchasers.
- h. Surplus items offered for sale shall be posted on the AUB website under "Bids and RFPs" page under "Materials Management Department", and on MMDC's website under "Surplus Property Administration".
- i. MMDC shall remove the fixed asset register tags from item to be sold and delete them from the register. In case of transfer to another department, assets shall be deleted from the disposing department and added to the receiving department.
- j. Funds obtained from the sale of surplus items shall be credited to account 179015 – 44131 - Office of the Vice President for Finance, Sale of Scrap and Waste Material.
- k. The Internal Audit Office may review all proposed disposals prior to any sale being conducted and may, at its discretion, require that the disposal to be approved by a higher authority.

### **3. Donations**

- a. The University may opt to donate surplus equipment or supplies when fair market value cannot be obtained through the sale of such items or where it is deemed to be in the interest of the University to donate such items instead of scrapping them.
- b. Donations shall normally only be made to "not-for-profit" organizations and not to individuals or institutions where there could be competing demand. Donations may be channeled through a third party service organization<sup>2</sup> responsible for fair distribution of the items.
- c. The head of the user department and the director of the medical center, in the case of AUBMC items, may make a recommendation that an item be donated rather than

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<sup>2</sup> EG – Red Cross, Rotary Club, Lions Club

disposed of by completing the “[Surplus Property Disposal and Transfer Request](#)” and “[In-Kind Donation of AUB Property](#)” forms.

- d. All donations shall be approved by the vice president for facilities.
- e. All donations are reviewed by the Internal Audit Office

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# APPENDIX I

## SURPLUS PROPERTY DISPOSAL AND TRANSFER REQUEST

(To download this appendix in PDF fillable format, [click here](#))



**AUB** American University of Beirut  
الجامعة الأمريكية في بيروت

### MATERIALS MANAGEMENT DEPARTMENT – CAMPUS SURPLUS PROPERTY DISPOSAL & TRANSFER REQUEST

Contact person: \_\_\_\_\_ Ext: \_\_\_\_\_ Reference #: \_\_\_\_\_

<b>The following items are:</b> <sup>1</sup>	<b>Surplus to the department's requirements</b>	<b>Scrap – or beyond economical repair</b>	<b>To be transferred to another department</b>
<b>The items may have historical or intrinsic value and should not be sold before seeking an expert opinion</b> <sup>2</sup>	NO	YES	<b>Explanation:</b>

BARCODE	DESCRIPTION	MAKE	COMMENTS <sup>3</sup>	CHECKED BY <sup>4</sup>

TRANSFER FROM DEPARTMENT	COST CENTRE	BUILDING	FLOOR	ROOM	COMMENTS <sup>5</sup>

APPROVED BY -	NAME	SIGNATURE	DATE
Head of department			
Dean or Director			
Transferee (if applicable)			

FOR MATERIALS MANAGEMENT DEPARTMENT USE ONLY			
Transferred to	Transferred by	Date transferred	Received by
Date of sale	Purchased by	Sales slip ref	Price realized
Man hour units	Rate	Cost \$	Approved by

**POLICY:** The Materials Management - Campus, handles Transfers and disposals of assets. No other persons are authorized to scrap, sell, or otherwise dispose of university fixed assets.

**PROCEDURE:** Complete the above form and send it to the Materials Management - Campus. Retain a copy for your own departmental records. The Materials Management Department - Campus will schedule the collection of the items and arrange for their transfer or disposal. Equipment should be inspected and certified for disposal by CNS, Plant Engineering, or Medical Engineering before disposal. If the items are still serviceable but no longer required, this should be indicated in the comments column.

<sup>1</sup> Please tick one.

<sup>2</sup> If you are uncertain tick YES – and provide your comments in the next box, an estimate of value is always helpful.

<sup>3</sup> Provide a reason for the disposal (e.g., beyond economical repair/obsolete/no longer required, but still serviceable).

<sup>4</sup> To be initialed by CNS, Plant engineering or Medical engineering before authorizing disposal.

<sup>5</sup> Special instructions if necessary (e.g., equipment contains hazardous chemicals).

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**APPENDIX II**  
**IN-KIND DONATION OF AUB PROPERTY**  
 (To download this appendix in PDF fillable format, [click here](#))



**AUB** American University of Beirut  
 الجامعة الأمريكية في بيروت  
 دائرة الموارد المادية

**MATERIALS MANAGEMENT DEPARTMENT – CAMPUS**  
 Equipment Control Section

**IN-KIND DONATION OF AUB PROPERTY**

Please list items contributed. Be as specific as possible. List several if necessary with the corresponding fair market value for each item. Only donors can specify the fair market price. If services were given in return for this donation then the value returned to the donor must be noted. We need this information for our accounting purposes.

		<i>Project equipment ( please fill when applicable)</i>			
<b>A-Donor</b>	<i>Please complete the below information:</i>			<i>Company</i>	<i>Account</i>
Donor Name:	<b>The American University of Beirut (AUB)</b>			<i>Cost Center</i>	<i>Program</i>
Department:				Date:	
Contact Name:				Phone Number /Ext:	
Authorized Signature:	_____			Title:	
	<i>(signature and seal)</i>				

<b>B-Recipient</b>	<i>Please complete the donation recipient information:</i>		
Organization:			
Full Address:			
Email:			
Phone Number / Cell Phone:			
Contact Name:			Title:

<b>C-Items Description</b>	<i>Please list detailed description of property donated:</i>			
FSC Code <small>(Filled by MMDC)</small>	Description of property <small>(to be completed by department)</small>	Qty	Purchase Price	Fair Market Price* <small>(Filled by MMDC or Dept.)</small>

**Please give a brief explanation for donating AUB Property:**

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<b>D-Review:</b>	Date	Authorized signature and seal
Internal Audit Office		

<b>E-Approval:</b>	Date	Authorized signature and seal
Office of the Vice President for Facilities		

<b>F-Donation Receipt</b>	<i>To be completed by the donation recipient or his delegate</i>	
Name:		Title:
Signature: _____		Date:
<i>I / We have received the items contributed, listed above in full. ( section C of this form)</i>		
MMDC representative(s) :	Date and Signature(s): _____	

**Distribution of copies**  
 Original      Materials Management  
 First copy    V.P Facilities  
 Second copy   Internal Audit Office  
 Third copy    Department

\* Netbook value

MMDC: Form revised March 2010 - eh06

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