

Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	06-22
Subject:	Surplus
Date:	June 29, 2022
Policy Owner:	Director of Purchasing and Contracts
Policy Officer:	Deputy Superintendent of Operations
References: • Utah Code Annotated, Title 63G Chapter 6a, Utah Procurement Code • Utah Administrative Code Title R33 • Utah Administrative Code Title R277-122	

I. PURPOSE:

To provide for the legal disposal of state property at the Utah State Board of Education ("USB E").

II. POLICY:

The USB E will adhere to the Utah Division of Purchasing and General Services Surplus Property Procedures regarding the disposition of property.

<http://purchasing.utah.gov/general-services/surplus-property/>.

III. PROCEDURES:

1. When property has been determined to have exceeded its useful life and that the property has no further value to USB E, the property will be disposed in accordance with this and other policies.
2. The responsible employee will complete any forms required, including those from State of Utah Surplus, and will submit to the appropriate purchasing agent.

3. The purchasing agent will coordinate with the employee and Utah Surplus for the proper and final disposition.
4. Other USBE sections will have the opportunity to claim the property prior to it being sent to Utah Surplus.

IV. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 29, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.