Policy:
Surplus University equipment, supplies and materials (materials) will be disposed of through processes administered by the University’s Procurement Department. Financial and sustainability benefits will be delivered through procedures that maximize the opportunity for reuse of items and minimize the amount of material that enters the waste stream.

Details:
1. It is the responsibility of Deans, Directors and Department Heads to provide the Director of Procurement with a list of materials as they become surplus. (Surplus materials include excess equipment and supplies, and obsolete or scrap items.)

2. Surplus material shall be disposed of only by quotation, auction, or other method as approved by the Director of Procurement, provided that any usable materials are first offered for sale and reuse to other Departments within the University.

3. Sale of surplus materials with an estimated value exceeding $10,000 shall be approved by the Assistant Vice President Financial Services and in excess of $50,000 by the Vice-President-Finance & Administration.

4. Net proceeds from the sale of surplus shall be credited to the appropriate Departmental account.

5. In determining the disposal method, the interests of Dalhousie shall take precedence.

6. Disposal of surplus research equipment shall comply with the requirements of Research Service’s policy on the Disposition of Research Equipment.

7. The procedures for the disposal of surplus materials and supplies are available on the Procurement Department web site.