description of the item or items to be traded-in, including the inventory number, shall be shown on the requisition for each purchase of such new equipment.

4.6 EQUIPMENT LENT TO ANOTHER DEPARTMENT - A department loaning equipment to another department will maintain a written request on file which will include the inventory number, description, serial number, purpose of the loan and duration of loan.

4.7 EQUIPMENT LOANED TO A&M-CORPUS CHRISTI BY A VENDOR OR GOVERNMENT AGENCY - Departments must submit a written list of the equipment to the Property Officer to have on file and must also report any changes to original list.

4.8 DAMAGED, MISSING, OR STOLEN PROPERTY - Departments are required to report any damaged, stolen, or missing items as soon as required to the Property Officer for proper action. Each Accountable Property Officer will notify the Property Officer within 24 hours of identifying missing equipment. Stolen property must be reported to the proper police authorities within 48 hours of identifying a theft of personal property.

4.9 DELETION OF INVENTORY - If property must be deleted from the inventory (due to loss, theft, destruction, etc.), the University Property Officer should be notified and provided with justification for the deletion request. If the request is determined to be appropriate, the University Property Officer will communicate with the State Auditor and secure the approval of that office prior to deleting the property from the inventory.

5. SURPLUS AND SALVAGE PROPERTY

5.1 Items of surplus/salvage that are not transferred between departments must be transferred to the Surplus Property Office. Texas A&M University-Corpus Christi will publicize via the Texas Higher Education Coordinating Board Web Site, at http://www.thecb.state.tx.us, all instructional material and all data processing equipment designated as surplus. This procedure will allow for the direct transfer of instructional material or equipment to a public school in lieu of disposal of the property in a surplus property sale.

5.2 Surplus items will include inventory and non-inventory items. Items such as vehicles and large equipment will be listed with a designated minimum price. The price posted will be acquisition cost less depreciation or salvage value, whichever is greater. All items listed with a price will also include the wording "or best offer" to indicate a negotiated price is possible.

5.3 Each posting will remain active on the website until all items are transferred to another state agency, political subdivision or assistance organization, or for 10 days, whichever occurs first. Any data processing equipment not transferred to another qualifying agency within the 10 days shall be transferred to the Texas Department of Criminal Justice Industries Program (TCI). An itemized list will be transmitted to TCI for their
acceptance or rejection. If TCI accepts the items, arrangements will be made for pick up within 30 days. If TCI does not pick-up items within 30 days or rejects items, said items will be sold in the next surplus property sale. Other items on web site posting that do not sell within 30 days will also be included in the next surplus property sale.

6. USES OF UNIVERSITY PROPERTY

University property shall be used only for official business. No employee of the University shall use for his or her own personal benefit or pleasure any such property except books and materials from the library and other such items of well-established use. Any off-campus use of University equipment must have proper authorization and prior written approval of the Property Officer.

7. GIFTS OF PROPERTY OR EQUIPMENT

All gifts or offers of property or equipment to the University must be reported to the Property Officer upon formal acceptance. When the Property Officer is notified in writing of the acceptance, gifts will be given an inventory number and will be tagged, if possible.

Contact for Interpretation: Executive Vice President for Finance & Administration

Attachment A
Attachment B
Attachment C