

University of Oregon Instructions for Donating UO Surplus Property

The University of Oregon (UO) is required to follow Oregon Administrative Rule ([OAR](#)) 580-040-0300 when disposing of surplus property. UO Surplus property is defined as all university property, including lost, mislaid or abandoned property, vehicles and titled equipment that is worn-out, obsolete or excess to the institution's needs, or otherwise unsuitable for intended use. UO departments are not authorized to sell or give away UO surplus property. Property purchased with funds that flow through the university (with the exception of agency funds) that is donated to the university is considered UO property.

The steps to be performed when donating UO property are:

STEP ONE:

Posting property <http://surplus.uoregon.edu>

- If the property is in good condition, other departments on UO campus may need it. **Departments are required to post** all workable e-waste, furniture, and surplus items on the *UO Department Surplus Listing web site for **three weeks** before a donation can occur. Departments need to securely store the property for that period of time. (Do not place items in hallways or under fire escape stairwells).
- If your department still has the UO property after posting to the surplus listing web site for three weeks, the items can then be stored at the surplus warehouse*.

Sending property to the surplus warehouse

For all donated property, complete an [UO Property Disposition Request Form \(PDR\)](#) online and note in the DISPOSAL REASON: **Donation in Progress**. Send the form to UO Surplus Property Coordinator, Business Affairs Office Oregon Hall.

If furniture, contact Facility Services directly at 6-2319 to initiate a work order request to pick up the property and hold at the surplus warehouse.

*Each piece must be marked "HOLD FOR DONATION" and must be numbered; i.e. 1 of 6, 2 of 6, 3 of 6, etc., if you have one item, number it 1 of 1.

STEP TWO:

Donating

- The UO Surplus Property Coordinator is authorized to donate UO surplus property to State agencies, Oregon political subdivisions, or private non-profits. The process to donate or sell will be handled directly by the UO Surplus Property Coordinator on a case-by-case basis. UO departments are not authorized to sell or give away UO surplus property to outside parties.
- Departments cannot contact a non-profit recipient directly to find out if they would like UO surplus property. If you know of a non-profit group that may be interested in UO surplus property you need to advise UO Surplus Property coordinator of the non-profit group name. If a non-profit group contacts you directly, please forward them to the UO Surplus Property Coordinator, shereej@uoregon.edu or 346-3190.
- When a department notifies the UO Surplus Property Coordinator of UO property they have for donation, the item(s) will be offered to a list of qualified non-profit recipients.

- Donations will be offered to a list of non-profit recipients through an email process organized by the UO Surplus Property Coordinator. The items will be donated on a first come first serve basis.
- No current or former UO employees with knowledge of the intended donation can have, or have had, any relationship with or to the intended recipient of the donation.
- The intended recipient makes it known publicly (via promotional or other material including a web site) that it routinely accepts donations of this type.
- There is a public purpose associated with this donation.
- After a qualified non-profit recipient has been selected, departments may be asked to assist the UO Surplus Property Coordinator in completing the below form.
 - <http://baowww.uoregon.edu/Forms/dup.pdf>

All UO surplus property that has been stored in the surplus warehouse for more than 30 days may be offered to a qualified non-profit recipient.

Additional information

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_040.html

OAR 580-040-0310

Method of Disposal; Eligibility to Acquire

(1) The Chancellor's Office or institution will use a method of disposal that is cost-effective, taking into account the costs of disposal and the potential for financial return. Disposal methods include, but are not limited to, exchanges, trade-ins, auctions, sealed bid sales, scrapping, fixed price retail sales, donation to other state agencies, Oregon political subdivisions, public non-profits, web-based auctions or sales and, for scrap, transfer for no valuable consideration.

(2) No current or former employee or agent for such will be granted any benefit or opportunity not granted the general public in acquisition of items through the disposal process.

(3) All property is conveyed "AS-IS, WHERE-IS" with no warranty, express or implied, of merchantability or fitness for a particular purpose, or any other warranties or guarantees. A purchaser or disappointed bidder will have no recourse against the State of Oregon, the Oregon University System, an institution, or any of their officers, employees, or agents. All sales will be final.

(4) The Chancellor's Office or institution may provide that payment may be made by credit card, cash, cashier's check, personal check, wire transfer, or money order.

(5) Surplus property paid for, but not claimed with the time specified in the sales terms and conditions will be conclusively considered the property of the Chancellor's Office or institution and may be disposed of in compliance with these rules.

(6) Title to surplus property or scrap is transferred to the purchaser when the Chancellor's Office or institution makes the item available to the purchaser either by the purchaser, purchaser's agent, or purchaser's or institution's designated shipper taking possession of the item. Surplus property must be paid for in full before the institution or Chancellor's Office will make it available to the purchaser. Purchaser assumes all responsibility, including risk of loss or damage, for the item when title is transferred.