



## STANDARD ADMINISTRATIVE PROCEDURE

### **21.01.10.M0.01 Acquisition of Surplus or Excess Property by University Departments or System Members**

*Approved January 22, 1999*

*Revised July 27, 2007*

*Revised May 28, 2010*

*Revised April 12, 2013*

*Next Scheduled Review: June 11, 2023*

---

#### **Standard Administrative Procedure Statement**

---

The purpose of this SAP is to establish the guidelines by which University Departments and/or System Members may acquire surplus or excess property.

---

#### **Procedures and Responsibilities**

---

##### **1. GENERAL**

- 1.1 The Federal Surplus Property Donation Program is operated under the supervision of the United States General Services Administration (GSA). The program enables certain non-federal, non-profit public entities to obtain personal property the U.S. Federal Government no longer needs.
- 1.2 All distributions of donated Federal Government surplus personal property to eligible public entities must be made by the "State Agency for Surplus Property." In the State of Texas, this is the Texas Facilities Commission (TFC), which is a part of the General Services Commission (GSC).
- 1.3 Federal surplus personal property must be usable and necessary for an existing educational, research, public health, or public safety purpose in the State of Texas.
- 1.4 The property must be utilized within one year of acquisition and, unless otherwise authorized by the TFC, must remain in bona fide use for at least one year after being placed into use before the University may legally dispose of the property.

##### **2. ACQUISITION OF FEDERAL SURPLUS PERSONAL PROPERTY PROCEDURES**

- 2.1 The Texas A&M University Federal Surplus Officer (TFSO), an employee of the Department of Logistics, is the official representative of the University in matters pertaining to the acquisition of Federal surplus personal property. This property must be for use by departments or System members whose accounts are administered by the University's Financial Management Operations Office.
- 2.2 To acquire Federal surplus personal property, University departments and System members must submit, in writing or by telephone, a request to the TFSO.
- 2.3 University departments are encouraged to utilize the services offered by the TFSO. Upon request, the TFSO may authorize a departmental representative to visit a TFC warehouse without the TFSO in order to screen or pick up Federal surplus personal property.

---

**Related Statutes, Policies, or Requirements**

---

*Supplements* [System Regulation 21.01.10](#)

---

**Contact Office**

---

For clarification, please contact the Department of Logistics at 979-845-3427.

**OFFICE OF RESPONSIBILITY:** [Department of Logistics](#)