



## SALE OF UNIVERSITY PROPERTY POLICY

University of Oklahoma  
Norman and Health Sciences Center (HSC) Campuses

### Purpose/Background:

To document the current University of Oklahoma policy for the sale of University property and to document the procedures established by Financial Services to ensure compliance with this policy.

### Relevant University Policy:

Per [University Policy Stat ID 17590114 \(Buying and Selling Goods and Services Policy\), Section 11](#), the selling or disposing of excess or obsolete University property shall be conducted in all respects in compliance with governing laws and regulations. Examples of such property are, without limitation, desks, chairs, equipment, furniture, and vehicles. Only appropriate departmental authority (such as vice president, dean, or department head) may declare property as excess or obsolete. The Vice Presidents of Administration & Finance of each campus shall establish the detailed procedures necessary to ensure that University property is sold or disposed of properly. The detailed procedures shall specifically address and require the complete and irreversible destruction of data on any device (e.g., computers, copiers, printers, PDAs, pads, etc.) that may contain such data.

### Procedures:

The following sections detail the procedures and processes currently instituted by the Vice President of Administration and Finance.

### Sale Requirements:

To be approved for a sales bid, the following criteria and approvals (where applicable), must be obtained:

1. The estimated selling value must be a minimum value of \$25,000.
2. Property originally purchased on a SPNSR account must have Grants and Contract Accounting approval.
3. Property with University data stored on it must have IT approval and data must be wiped prior to sale.

### Financial Services Contacts:

Financial Services, a department of Administration and Finance, is responsible for the application and administration of this University Policy. Throughout this document you will see references for the individual teams that are responsible for each campus:

Norman Campus:

- Property Control/Fixed Assets – [fixedassets@ou.edu](mailto:fixedassets@ou.edu)
- Financial Services Tax (Sales Tax) – [fstax@ou.edu](mailto:fstax@ou.edu)



HSC Campus:

- Service Unit & Auxiliary Accounting/Fixed Assets – [equipmentinventory@ouhsc.edu](mailto:equipmentinventory@ouhsc.edu)
- Financial Services Tax (Sales Tax) - [suaux@ouhsc.edu](mailto:suaux@ouhsc.edu)

**Requests for Sale University Property:**

Before University property can be sold it must be reviewed and approved by Financial Services. To begin the process, the department should email the appropriate Financial Services team (email contacts for each campus listed above) requesting a “[Sale of University Property Request](#)” form. Complete all sections of the form and take pictures of each item requested to be sold. The pictures should be detailed enough to clearly identify what the item is. Email the completed form and photos to the appropriate Financial Services team for review.

The appropriate Financial Services teams review each submitted request and create a “[Sale of Property Valuation and Approval](#)” form for each piece of property requested to be sold. This process includes finding up to 3 comparable values online for each item to determine if the request qualifies for a sales bid per the requirements stated above. If the item is a fixed asset, the remaining net book value is also included in this assessment.

All requests that do not meet the \$25,000 minimum requirement will be denied. If the request is denied, an appeal process exists for limited circumstances. If a department chooses to appeal the decision, the “[Sale of University Property Denied Request Appeal](#)” form should be completed and submitted back to the appropriate Financial Services team. Appeals may be considered when a prospective buyer has submitted a bid or price willing to be paid for the item.

If the request meets the \$25,000 minimum requirement, Financial Services will work to obtain other required approvals as listed in the sale requirements above before proceeding to the next step of the process.

**Norman Only:** *The property should be transferred to Property Control unless the department determines that direct pickup from their location is more appropriate due to transportation costs or constraints based on the property’s size/weight.*

**HSC Only:** *Property pick up will be coordinated on a case-by-case basis between the department and Financial Services.*

**Sale Bid Process:**

Requests that have been approved for a sale bid will then be sent to Purchasing by Financial Services for a *sealed bid sale* entered into the Jaggaer system. The items are required to remain up for bid for a total of 30 days. At the end of 30 days, the highest bidder will be selected as the winning bidder and award letters will be sent out by Financial Services. The award letter will have the final sale amount, including any applicable sales tax (as determined by Fixed Assets), instructions for making the payment, and instructions for picking up the property. Payment must be collected before the property is transferred to the buyer. Additionally, both the award letter and the receipt of payment must be presented in order to pick up the property.



**Acceptable Payment Methods:**

Due to the high dollar amount of sales bid transactions, payment must be made via Cashier's Check or Money Order to ensure collectability. Cash and personal checks will not be accepted.

**Treatment of Proceeds Received:**

Sale proceeds will be deposited by Financial Services based on the type of funds originally used to purchase the property.

If the property was purchased with EDGEN funds, 100% of the sale proceeds (net of tax) will be deposited to the University General Fund (Central budget).

If the property was purchased with SPNSR funds, Grants and Contracts Accounting will provide the chartfield spread to be used to deposit the sale proceeds.

For all other fund types:

- **Norman** – The department may receive 50% of the sale proceeds (net of tax) deposited into the department's MISCA or SUAUX (if applicable) fund. The remaining 50% will go to the University General Fund (Central budget).
- **HSC** – 100% of the proceeds will be deposited into the University General Fund (Central budget).

Applicable sales tax will be moved to GL account 922000. The Financial Services Tax department (Norman Campus) or The SUAUX Sales Tax department (HSC Campus) is then notified of the amount of sales tax due and the chartfield spread so they can file an occasional sales tax return with the State of Oklahoma and a voucher entered to pay the State the amount of tax due.