

West Virginia University at Parkersburg Board of Governors

**POLICY E-25**  
**DISPOSITION & SALE OF SURPLUS/EXCESS PROPERTY**

**Section 1. General**

- 1.1. Scope: Policy regarding the disposition of surplus/excess property at West Virginia University at Parkersburg.
- 1.2. Authority: WV code [§18B-1-6](#) and [§18B-5-7](#); WVCCTCE Title 135, [Series 30](#), Section 14
- 1.3. Effective Date: April 8, 2005  
(Transferred from WVU Board of Governors on July 1, 2008)

**Section 2. Policy**

- 2.1 The President of West Virginia University at Parkersburg or his/her designee shall establish a procedure for the institution governing and controlling the disposition of all obsolete and unusable equipment, surplus supplies and other unneeded materials, excluding surplus computers and computer-related equipment ("surplus materials"). Such procedures shall comply with the requirements of West Virginia Code [§18B-5-7](#), and may authorize disposal of surplus materials by any of the following methods:
  - (a) Transfer to other governmental agencies or institutions
  - (b) Exchange or trade
  - (c) Sale as junk or otherwise.