

West Virginia University Parkersburg Board of Governors

POLICY E-25
Disposition of Obsolete and Unusable Equipment,
Surplus Supplies and Other Unneeded Materials

Section 1. General

- 1.1. Scope: Policy regarding the disposition of obsolete and unusable equipment, surplus supplies and other unneeded materials at West Virginia University Parkersburg.
- 1.2. Authority: WV code [§18B-5-7](#);
- 1.3. Effective Date: August 19, 2025
(Replaces version dated - April 8, 2005)

Section 2. Policy

- 2.1 The President of West Virginia University Parkersburg or the Chief Procurement Officer (CPO), shall dispose of obsolete and unusable equipment, surplus supplies and other unneeded materials, either by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise. The President or CPO shall adopt rules governing and controlling the disposition of all such equipment, supplies and materials. The rules shall provide for disposition of the equipment, supplies and materials as sound business practices warrant under existing circumstances and conditions and for adequate prior notice to the public of the disposition.
- 2.2 The President or CPO, shall report biannually to the Legislative Auditor all sales of commodities made during the preceding biennium. The report shall include a description of the commodities sold, the name of the buyer to whom each commodity was sold, the price paid by the buyer.
- 2.3 The proceeds of sales or transfers shall be deposited in the state treasury to the credit on a pro rata basis of the fund or funds from which the purchase of the commodities or expendable commodities was made. The President or CPO may charge and assess fees reasonably related to the costs of care and handling with respect to the transfer, warehousing, sale and distribution of state property that is disposed of or sold pursuant to the provisions of this section.
- 2.4 Notwithstanding the provisions of this section, the President or CPO may donate equipment, supplies and materials, as appropriate, to any not-for-profit entity to promote public welfare.