

OREGON INSTITUTE OF TECHNOLOGY

Equipment Receipt and Disposal OIT-50-130

Receipt of Equipment and Materials

It is understood and agreed that all equipment and materials that are, or will become the property of OIT, will enter through and be processed by the Property Control Officer. This includes federal and state surplus and donated equipment and materials. If the donor requests acknowledgement of the gift for tax deduction purposes, a memo will be sent from the Department Chair to the President, the Director of Business Affairs, and the Property Control Officer reporting the description of the property and its value as stated by the donor. The President will send a letter of thanks and acknowledgement to the donor.

If the donor specifies conditions of the final disposal of the gift, such as rendering it fit for scrap value only, these conditions will be kept on a record by the Property Control Officer and will be followed upon disposal.

Disposal of Materials and Equipment

All materials and equipment to be disposed of will be given a class specification and reported on an appropriate form prepared by the Business Office to the Property Control Officer. The class specifications are:

1. Scrap for Trade – Under proper arrangements, through a written agreement, OIT can trade miscellaneous scrap material, pound for pound, for hand-picked scrap from scrap-yards of local businesses. The trading procedure will operate as follows:
 - a) A Department Chair will notify the Property Control Officer that scrap is available for trade.
 - b) The Property Control Officer will make arrangements for the Physical Plant to pick up the scrap and deliver it to the designated scrap-yard.
 - 3) The scrap-yard will weigh in the scrap and record it in a set of records maintained for such purposes. A receipt will be given for the weight of the scrap received, which will be given to the Property Control Officer at OIT who will set up and control a duplicate set of records.
 - 4) A faculty or staff member from OIT will select desired scrap from a designated scrap-yard and notify the OIT Property Control Officer who, in turn, will make arrangements with the Physical Plant to pick it up. This scrap will be weighed on the way out of the scrap-yard and a receipt obtained, which

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will be given to the Property Control Officer at OIT to enter into his/her records. The scrap-yard will also enter this withdrawal into their records.

- 5) The Physical Plant will deliver the selected scrap to the college department requesting it.
2. Scrap for Sale – Scrap generated in excess needed for trade will be reported by a Department Chair to the Property Control Officer who will make all the arrangements for its pick-up, sale, and disposal.
3. Equipment for Trade – If it is desired to trade OIT equipment for new, or other equipment, a memo will be sent from a Department Chair to the Director of Business Affairs describing the equipment desired and the OIT equipment requested to be used in trade for it. The Director will then check to see if such a trade can be authorized and notify the requesting Department Chair accordingly with instructions of how to conduct the trade if it is approved.
4. Equipment for Sale – Equipment no longer needed by OIT and desired to be cannibalized, scrapped, or sold to some other state agency, will be reported to the Director of Business Affairs on an appropriate form by a Department Chair. If there is potential sale value, the Director of Business Affairs will send appropriate notices to qualifying public agencies of the availability of such equipment. He/she will notify the Property Control Officer to pick up such equipment and send it to another public agency, if it is so requested. For equipment not sold to another agency, the Director of Business Affairs will notify both the Property Control Officer and the Department Chair that the equipment can be cannibalized, scrapped, or both.

Approved: Kenneth F. Light
President

Date: November 9, 1979