



## **SURPLUS SCRAP METAL**

**Policy Title:** Surplus Scrap Metal

**Policy Type:** Administrative

**Policy Number:** 43-12 (2014)

**Approved:** 04/16/2015

**Responsible Office:** Central Warehouse

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** Campus Community

### **POLICY STATEMENT**

The University has established policy regarding state-owned scrap metal.

### **TABLE OF CONTENTS**

### **PAGE NUMBER**

Definitions.....	1
Contacts.....	1
Stakeholder(s).....	1
Surplus Scrap Metal Policy.....	2
Publication.....	2
Review Schedule.....	2
Related Documents.....	2
Forms.....	2

### **DEFINITIONS**

None

### **CONTACT(S)**

The Central Warehouse officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to the Central Warehouse.

### **STAKEHOLDER(S)**

University Community

## **SURPLUS SCRAP METAL POLICY CONTENTS**

Scrap metal will be sold in accordance with state surplus property regulations. University departments and activities shall not sell or transfer any scrap metal which has a monetary sale value without having written authorization from the Central Warehouse Manager. Scrap metal which is generated by departments on a continuing basis must be held for pick up by Facilities Management.

## **PUBLICATION**

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval.
- Submit this policy for inclusion in the online Policy Library within 14 days approval.
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to satisfy procedural requirements does not invalidate this policy

## **REVIEW SCHEDULE**

- Next Scheduled Review: 03/14/2021
- Approval by, date: President, 04/15/2015
- Revision History: 07/01/2014; 07/01/2015; 08/31/2016; 02/08/2017; 03/14/2018
- Supersedes: Central Warehouse Policy and Procedures No. 14

## **RELATED DOCUMENTS**

Administrative Policy #43-11 Surplus Property (2014)

<https://www.nsu.edu/policy/admin-43-11.aspx>

## **FORMS**

There are no forms associated with this policy.