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

<table>
<thead>
<tr>
<th>Definitions</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>1</td>
</tr>
<tr>
<td>Stakeholder(s)</td>
<td>1</td>
</tr>
<tr>
<td>Surplus Scrap Metal Policy</td>
<td>2</td>
</tr>
<tr>
<td>Publication</td>
<td>2</td>
</tr>
<tr>
<td>Review Schedule</td>
<td>2</td>
</tr>
<tr>
<td>Related Documents</td>
<td>2</td>
</tr>
<tr>
<td>Forms</td>
<td>2</td>
</tr>
</tbody>
</table>

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)

FORMS
There are no forms associated with this policy.