Requesting Surplus/Computer equipment Donations from NKU Surplus

Surplus equipment may be donated to qualifying schools, non-profit organizations and social service agencies.

Please note: This is not an assigned duty to any department on campus; it is an additional effort that is undertaken, when time allows.

Procedures:

- All requests for donations of surplus property should be made in writing to the Director of Procurement Services (an email request to strunk@nku.edu will suffice).
- The recipient agency may be requested to provide proof of 501(c)(3) tax status.
- If University personnel are not readily available, the individual or requesting organization must be able to provide the labor necessary to physically move the property.
- For computer equipment, a software audit will be performed by University personnel to assure compliance with the sanitizing and re-imaging process.
- The requesting agency or organization must arrange for the physical packing, loading and transportation of the computer systems once they have been released by appropriate University personnel.

The quantity of computers available for this program is limited and we may not be able to honor all requests. Although all components (monitor [if available], cpu, keyboard, and mouse) donated will be functional, due to miscellaneous circumstances, the individual pieces may not match each other in terms of make, model, or color.

Kentucky Revised Statutes - 164A.575

7. “The governing board shall sell or otherwise dispose of all real or personal property of the institution which is not needed or has become unsuitable for public use, or would be more suitable consistent with the public interest for some other use, as determined by the board. . . .Unless the board deems it in the best interest of the institution to proceed otherwise, all such real or personal property shall be sold either by invitation of sealed bids or by public auction;”

NKU Administrative Regulations: AR-II-3.0-10

Surplus personal property shall be disposed of by one of the following methods, which in the determination of the Purchasing officer, is in the best interest of the University.

5. Transfer to other state agency, local governmental unit or non-profit/charitable organization.