



EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

February 2, 2011

VICE CHANCELLORS, BUSINESS AND FINANCE
CONTROLLERS
MATERIEL MANAGERS

RE: Revision of *BUS-38, Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material*.

In our continuing efforts to review and revise our existing policies related to procurement and materiel management, we have revised *BUS-38, Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material*. The changes to *BUS-38/Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material* include the following:

- A change to the title of the policy. It is now entitled, *BUS-38, Disposition of Excess Property and Transfer of University-Owned Property*.
- The title and policy both now reflect the fact that BUS-38 governs the disposition and transfer of all classifications of property, not just equipment.
- BUS-38 clarifies what the appropriate policy and procedures are for the transfer of equipment to another University in cases where Researchers, Professors, and Principal Investigators move to other institutions, often outside of the University of California System, including the fact that these provisions apply to all University-owned equipment, not just that which is federally-funded.
- BUS-38 now more clearly explains the appropriate policy and procedural issues to consider in the donation of excess University-Owned Property.
- BUS-38 addresses handling the disposition of property in a manner consistent with the *UC Policy on Sustainable Practice*, http://www.universityofcalifornia.edu/sustainability/documents/policy_sustain_prac.pdf
- BUS-38 is presented in the newly-developed standard for University of California policies, which clearly separates policy and procedure, documents the history of the policy, and contains a *Question and Answer* section that addresses frequently-asked questions.

Please contact Pat Cheney (Pat.Cheney@ucop.edu or (510) 987-0474 if you have any questions regarding these changes to this Bulletin.

Sincerely,

Peter J. Taylor,
Executive Vice President – Chief Financial Officer

Attachment

cc: Members, President's Cabinet
Senior Counsel MacDonald
Executive Director Hisgilov
University Policy Office
Commodity Manager Clark
Specialist Cheney