Information

Surplus Donation Requirements

Number

INV - 4.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Purchasing/Surplus Property
Surplus/Inventory Control Building, University of Louisville
Louisville, KY 40292
502-852-8216
inventorycontrol@exchange.louisville.edu

History

Original Date: Unknown
Revision Date(s): February 25, 2020; September 3, 2025
Reviewed Date(s): February 25, 2020; May 2, 2023

Categories

Statement:

In accordance with KRS 164A.575 (7), University-owned property can be disposed of by donation to a nonprofit organization that is exempt from taxation under Section 501(c) (3) of the Internal Revenue Code, excluding religious organizations.

Related Information:

See Purchasing Policy 14.00 for a full explanation of disposal by donation.

Procedures:

The nonprofit organization may send a letter on official letterhead stationery requesting the surplus items to the Chief Procurement Officer, University of Louisville, Louisville, KY 40292.

A donating department may also write a memo to the Chief Procurement Officer explaining the circumstances, identifying the item, serial number, and UofL barcode number, if applicable.

Upon approval by the Chief Procurement Officer, the memo is forwarded to Inventory Control. Inventory Control will contact the organization to arrange to pick up the equipment and to sign the request as completed.