



Procurement Services  
Lucas Administrative Center 617  
Nunn Drive  
Highland Heights, KY 41099  
(859) 572-5265 FAX (859) 572-6995

### **Donation of Surplus Equipment**

Surplus equipment may be donated to qualifying schools, non-profit organizations and social service agencies at a discounted rate of 50% off the Buy-it-Now pricing.

Excess surplus equipment such as tables, chairs, desks & partition walls will be donated free of charge.

Miscellaneous items with no pre-determined value assigned may be donated. These items will be determined by a designated procurement official.

### **Procedures**

All requests for donations of surplus property should be made in writing to the Director of Procurement Services (an email request to [procurement@nku.edu](mailto:procurement@nku.edu) will suffice).

The agency requesting donation will need to provide proof of their 501(c)(3) tax status.

The requesting organization will be required to provide all labor, tools, packing, loading and transportation needed to move the requested property.

**NKU Surplus Property will not be able to honor all requests for donations as the surplus stock is sometimes limited. NKU reserves the right to reject any or all donations.**

---

**If readily available all components for the equipment will be donated (ex. Power cords, mice, keyboards) If not available it will be the responsibility of the donee to obtain these components.**

### **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.