



UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE

MEMO

TO : DIRECTORATES, COLLEGES, INSTITUTES, SCHOOLS, PROCUREMENT ASSISTANTS

SUBJECT : GUIDELINES ON THE DISPOSAL OF OBSOLETE, UNSERVICEABLE, SURPLUS STORES, PLANT AND EQUIPMENT

DATE : 11<sup>TH</sup> AUGUST, 2020

CC : VICE-CHANCELLOR, PRO. VICE-CHANCELLORS, REGISTRAR, PROVOSTS, DEANS  
LEGAL COUNSEL

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In line with section 83 (1) – (4) and section 84 of the Public Procurement Act, 663, 2003, and the Public Procurement Amendment Act, 914, 2016 the listed guidelines below must be followed to dispose off obsolete, redundant, unserviceable, surplus stores, plant and equipment.

1. Colleges/Directorates/Units shall compile the list of all unserviceable, obsolete and redundant items/equipment/plants. The compilation should indicate the Asset Code of the item/plant/equipment as well as the quantity.
2. Colleges/Directorates/Units shall write Technical Report on the items/equipment/plant to be disposed off.  
  
In the case of vehicles, the Engineering Unit of the State Transport Company (STC) shall value and issue their report on the vehicles.
3. This list of the unserviceable, obsolete and redundant items/equipment together with the Technical Report shall be forwarded to Vice-Chancellor for review and approval for disposal.
4. The Vice-Chancellor shall constitute the Board of Survey Committee in line with the Provisions of the Acts to Conduct the Board of Survey.
5. The Board of Survey Committee shall have the following Terms of Reference (TOR).
  - a. The Committee shall send notices to the University community about the impending Board of Survey.

- b. Review the Technical Report on the items/equipment/plants submitted by the Colleges/Directorates/Units and submit recommendations to Vice-Chancellor for consideration.
- c. Appoint Auctioneer, where necessary, by going through Competitive Process.
- d. Coordinate the advertisement for the Auction or Public Tender.
- e. Account for the proceeds from the Board of Survey.
- f. Recommend Method of Disposal.

Some of the methods are as follows:

- (i) Transfer to Government Departments or other entities with or without financial adjustment.
- (ii) Sale by Public Tender to the highest tenderer, subject to the reserve price.
- (iii) Sale by Public Auction, subject to a reserve price or
- (iv) Destruction, dumping, or burying as appropriate.

In the case of disposal of pharmaceuticals, chemicals, radioactive and other equipment, State Agencies like Pharmacy Council, Environmental Protection Authority (EPA), Ghana Atomic Energy Commission etc. should be co-opted to assist in the process of the disposal.

6. After the exercise and approval of the Report, the necessary adjustments should be made in the store records and the Asset Register in terms of quantity and value.
7. The Committee shall prepare Report on the Board of Survey and submit same to Vice-Chancellor for his perusal.

Thank you.

*Issued by:*

**Logistics Directorate**  
**11<sup>th</sup> August, 2020**