



TO: University Council

FROM: Michel Beaver, CPA, Associate VP Tax & Revenue Services
Harden Scragg, Staff Attorney and Policy Counsel

DATE: June 3, 2022

RE: Agenda Item for June 13, Meeting
Policy on General Receipt of Materials and Surplus Property

I. Introduction.

East Tennessee State University (ETSU) is required by state and federal law to establish and maintain a system of internal control. The purpose of this policy is the establishment of procedures for receipting of materials and handling university surplus property.

A copy of the policy is attached.

II. Legal Review

The Office of University Counsel completed its review of this policy on 05/08/2022 and found no legal issues, conflicts, or inconsistencies with other ETSU policies or procedures

III. Public Comment Period.

The policy was posted from for public comment from 4/25/2022 to 5/10/2022. No Comments were submitted during this period.

IV. Recommendation

IN CONSIDERATION of all of the above, and noting the lack of public comment, the Office of University Counsel, on behalf of the Office of Tax and Revenue Services, recommends **APPROVAL** of the *Policy on General Receipt of Materials and Surplus Property*.