

Surplus Property

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1. Purpose

Management and disposition of College owned personal property shall be conducted in a manner that maximizes utilization to the institution. When property is no longer useful to a department or division, it will be declared surplus and disposed of in accordance with this policy.

2. Scope

This policy applies to tangible personal property owned by the College, as defined below:

Property: Movable items or groups of items with a useful life of at least two years and an original cost of at least \$5,000. Examples include dormitory furniture, classroom furniture and equipment, office equipment, computer and peripheral equipment, laboratory equipment, vehicles, power tools and appliances.

Surplus Property: Items become surplus property when they are no longer needed by the department that purchased them.

Employees should obtain approval from the department manager or academic department chair prior to disposing of property with an original cost of less than \$5,000. In cases where the department responsible for the property is unsure of original cost, the Controller’s Office should be consulted.

Quick Reference

Original Cost of Property is:	
\$5,000 or more	Contact the Treasurer’s Office
Less than \$5,000	Department Manager or Chair must approve disposal, then contact the Treasurer’s Office
Not known	Contact the Controller’s Office

Special considerations apply to antiques and artifacts, computer equipment and property purchased with federal funds. See section 10. Property Covered by Other Policies.

3. Responsibility

Individual department managers must comply with this policy when disposing of surplus property.

4. Authorization Required for Disposals

All property disposals must be coordinated with the Treasurer's Office. Employees should obtain *initial* authorization to dispose of property from their department manager prior to making any commitments regarding the actual disposal. Once declared surplus, the department manager should contact the Treasurer's Office to facilitate the disposal of the item.

5. Method of Disposal

The Treasurer's Office will determine the best method of disposing surplus property items. Acceptable methods are: **(1) recycle the property within the College; (2) sell the property for its fair market value; (3) donate the property to a local non-profit agency; and, (4) release materials to a material recycler.** In the interests of fairness to all, property should not be given away to individual employees.

The Warehouse is not responsible for storing surplus property with an original cost of less than \$5,000. However, it does keep a limited inventory of used office furniture. If you think an item is worth recycling, but have not found another home for it, contact the Warehouse at ext. 3936. The Warehouse will only receive pre-authorized items.

6. Bill of Sale

The Treasurer's Office will issue a bill of sale to the buyer. The bill of sale will be approved by the *SVP for Finance and Administration and Treasurer* and shall contain the following language, "the seller conveys its rights to the property 'as is, where is, and with all faults' with no warranties to the buyer as to fitness or merchantability."

7. Insurance Requirements

The Treasurer's Office will require a certificate of insurance from the buyer, when appropriate. The certificate should evidence general liability and worker's compensation insurance.

8. Sale Proceeds

Sale proceeds will be deposited into the general fund of the College. A brief description of each item sold must be attached to the [Deposit Form](#). The *Cashier* will forward a copy of the Bill of Sale to the *Director of Accounting* to ensure appropriate accounting treatment of the disposition.

9. Property Records

The Controller's Office maintains a listing of capitalized property, which includes individual items with an acquisition cost of at least \$5,000. Record keeping for property that does not meet this capitalization threshold is decentralized.

10. Property Covered by Other Policies

Additional considerations apply to disposals related to the following types of property. These types of property are not to be disposed of, no matter the dollar value, without first contacting the following individuals:

Antiques and Artifacts – contact the *Director of Finance & Campus Services*

Computers, Radios, Pagers, Cell Phones – contact the *Manager of IT Equipment Services*

Equipment Purchased with Federal Funds – contact the *Grants Administrator*

11. Exceptions

The *SVP for Finance and Administration and Treasurer* must approve any exceptions to this policy by written notice.