



## **POLICY 7600**

### **DISPOSAL OF PROPERTY**

**Policy Category:** Facilities

**Area of Administrative Responsibility:** Facility Management

**Board of Trustees Approval Date:** April 18, 2017

**Effective Date:** April 19, 2017

**Amendment History:** Repealed March 18, 2003 version

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#### **PURPOSE**

This policy assigns authority and responsibilities over identifying and disposing of obsolete and surplus property.

#### **SCOPE**

This policy is effective throughout the College.

#### **POLICY**

The Board of Trustees recognizes the need to dispose of obsolete and surplus property, including computers, as well as property which has been badly damaged, or in other ways made unusable.

**A. Identification and Disposal of Obsolete or Surplus Equipment, Supplies and Materials:**

The Facilities Management Office is responsible for identifying obsolete or surplus equipment, supplies and materials within the College, other than computer equipment which is addressed in Section B of this policy. Each year, or more frequently if warranted, a determination shall be made of which equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the College.

The Facilities Manager shall be authorized to dispose of obsolete or surplus equipment, supplies, and materials in the following manner:

1. reassign the items, as needed, to other locations within the College;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless to the College.

Obsolete and surplus College property may be sold upon approval of the Facilities Manager. Such sales must be on a bid basis.

The College may not sell College-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as employees who are not Board of Trustee members or involved in the procurement, shall be eligible to bid on the equipment, supplies, and/or materials.

The College shall obtain the best price possible for goods sold under this policy. Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discarded in the safest, least expensive manner.

**B. Identification and Disposal of Computer Equipment:**

The Chief Information Officer is responsible for identifying obsolete or surplus computers and computer equipment within the College. Each year, or more frequently if warranted, a determination shall be made of which computers and computer equipment are obsolete and cannot be salvaged or utilized effectively or economically by the College.

The Chief Information Officer shall be authorized to dispose of obsolete or surplus computers and computer equipment in the following manner:

1. reassign the items, as needed, to other locations within the College;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless to the College.

Obsolete and surplus computers and computer equipment may be sold upon approval of the Chief Information Officer. Such sales must be on a bid basis. The College may not sell College-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as employees who are not Board of Trustee members or involved in the procurement, shall be eligible to bid on the computers and/or computer equipment.

The College shall obtain the best price possible for goods sold under this policy. Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discarded in the safest, least expensive manner. The College will dispose of obsolete computers and computer equipment in an environmentally safe and expeditious manner. If computers and/or computer equipment are to be disposed of, the Director of Environmental Safety will coordinate with the e-waste contractor for proper disposal according to state law. A record of such disposal shall be maintained by the Procurement

Department indicating the proper removal of such computers and computer equipment from inventory.

**ENFORCEMENT**

Violation of this policy will result in disciplinary action as follows:

- A. Students will be subject to disciplinary charges brought under the Student Code of Conduct.
- B. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- C. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.