



ADMINISTRATIVE PROCEDURE

TITLE: Disposal of Surplus Property

ADMINISTRATIVE PROCEDURE # 6550

RELATED TO POLICY # 6550 DISPOSAL OF SURPLUS PROPERTY

A. College Property

Property purchased with college funds, donated to the college, or acquired for college use through other means, is considered property of the College. Title remains with the Accounting and Finance department at all times until asset disposal.

B. Surplus Property

Surplus property is defined as those materials and equipment that are determined to no longer have a useful purpose to the College. These items include, but are not limited to vehicles, equipment, office furniture, electronics, classroom furnishings, supplies, and books.

C. Declaring surplus property and approvals

1. Once a department identifies an item to be declared surplus, the department head, or designee, should contact the Purchasing Manager for instructions regarding proper disposal procedures. Employees are prohibited from taking any designated surplus items for personal use.
2. College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the appropriate department head and the Purchasing Manager.
3. Additionally, information technology related equipment requires the approval of the Information Technology director for redistribution or disposal as appropriate.
4. All items valued at \$5,000 or more must be approved for disposal by the Chief Financial Officer and will follow college requirements for capital dispositions.
5. Property purchased, all or in part, with grant funds will be disposed of in a manner consistent with grant and federal surplus requirements.
6. Surplus disposal of hazardous substances (chemical, biological, etc.) should be done only with the prior approval of the Director of Facilities.

7. The College shall incur the least possible cost when disposing of surplus property. The following methods may be considered.

D. Internal departmental transfer

The College will use reasonable efforts to redistribute property to college departments in an attempt to repurpose surplus items prior to disposal.

E. Trade or exchange of property

If the item is deemed to have fair market value, it can be traded or exchanged with College suppliers in accordance with the College purchasing policy.

F. Disposal by sale

1. If the item is deemed to have some value, it will be sold on a first come, first serve basis at a set price or open for best offer. Items will be sold “as is” for pickup.
2. Sales will be open to the public and may be open to College employees; however, employees who are involved in the administration of the sale, or members of the department disposing of the item(s) are prohibited from purchasing items.
3. Proceeds received from the sale of surplus property belong to the College as a whole and not specifically to any particular department, unless the items were purchased with self-sustaining or program fee funding. All exceptions will be reviewed and approved by Chief Financial Officer.

G. Disposal by donation

1. Items that cannot be reused internally or sold may be donated to other public agencies or approved not-for-profit institutions upon written approval from the appropriate department head and the Purchasing Manager.
2. Donation requests from various sources will be considered. The following guidelines address these requests.
 - a. Items may be donated if the donation may result in intangible (i.e. good will) benefits to the College. Donations to for-profit entities are not permitted.

H. Disposal as Waste

Items that cannot be sold or donated will be discarded through the College’s normal waste removal process. Once the disposal request is approved by appropriate parties, a service order request to Facilities shall be submitted by the department involved. For more information on hazardous waste disposal see BP and AP 407, Hazardous Waste Disposal.

REFERENCES: ORS 341.290(5); ORS 271.300 to 271.360

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 2/10/2021 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: