



2.18 Surplus Property Policy

Category: Administration

Name of Responsible Office: Purchasing and Central Receiving, Controller's

Title of Responsible Executive: CFO and Vice President, Administrative Services

Date Established: April 9, 2018

Date Last Approved: May 22, 2023

Policy Statement

This policy is to assist Monroe Community College in the disposal of obsolete, excess, and outdated personal property.

Policy

Administrative management of the College's surplus personal property rests with the Purchasing and Central Receiving Department. This department is charged with the responsibility of ensuring that the College complies with all New York State laws which govern the management of surplus property. Surplus property shall be managed whenever possible to maximize potential re-use, revenue, or in a manner that supports sustainability and furthers the primary purposes of the College.

Applicability

This policy and applicable procedure shall apply to all College departments where there is a need to dispose of Surplus Property.

Definitions

- **Surplus Property:** Property that a College department determines is no longer functional for its needs.
- **Personal Property:** Property that can be moved. It is anything that can be subject to ownership, except land.

Related Information

College Documents

2.18P Surplus Property Procedure