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## SURPLUS PROPERTY POLICY

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**Category:** Administration

**Responsible Office:** Purchasing and Central Receiving, Controller's

**Responsible Executive:** CFO/Vice President Administrative Services

**Date Approved:** Click to enter a date.

**Date Revised:** Click to enter a date.

[To be completed by Administration]

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### Summary

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This policy is to assist Monroe Community College in the disposal of obsolete, excess, and outdated personal property.

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### Policy

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### POLICY STATEMENT

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

Personal Property: Property that can be moved. It is anything that can be subject to ownership, except land.

### RESPONSIBILITY

CFO/Vice President Administrative Services, Controller, Director of Purchasing.

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### Contact Information

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Purchasing and Central Receiving Department.

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**Related Information**

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**College Documents:**

Surplus Property procedure

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**History**

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[To be completed by Administration]

<b>Item:</b>	<b>Date:</b>	<b>Explanation</b>
Sent to Shared Leadership Coordinating Council	January 10, 2018	For review and comment