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## SURPLUS PROPERTY PROCEDURE

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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

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### Process

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This procedure serves to guide how the College will administer surplus College property. These are items that are obsolete, excess, or otherwise outdated such as furniture, equipment, and electronic items, etc. The Purchasing and Central Receiving Department has overall responsibility for management of surplus property.

The following methods shall be used to handle personal property of the College that has been deemed to be surplus:

1. Reassignment to other College departments.
2. Transfer of ownership to another public authority, public agency, educational institution, or tax exempt organization.
3. Auction and sale by the College through a publicly available and accessible auction website, or a public auction.
4. Sale through a public bid, or request for proposal (RFP).
5. Recycle as appropriate through state approved recycler or scrap dealer.
6. Disposal as waste.

The terms and conditions of sale, auction, or transfer of ownership will be on an "AS IS" basis, with no warranties provided. All proceeds will be deposited into the College's general operating fund.

The College will incur a minimum of expense pursuant to the actual sale, auction or transfer of ownership of any College property determined to be surplus.

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### Contact Information

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Purchasing and Central Receiving Department