Policy
Disposition of surplus property
Disposition of all surplus property is supervised by the Office of Business Affairs and any funds received from the sale of surplus equipment are used for general budget revenues. Such funds may not be used by the department declaring the equipment to be surplus, except by written authorization from the Vice President for Business Affairs and Treasurer following the guidelines listed:

1. Where departments wish to sell items which were purchased with funds specifically restricted for that purpose, then the department may utilize 100% of the proceeds with the understanding that the original restriction must be observed.

2. Where departments are wishing to replace the old equipment with new equipment for the same function and purpose, then the department may utilize 100% of the proceeds for the new acquisitions.

When a department head decides an item of equipment is no longer needed by that department, the Purchasing Manager is to be notified of the following:

1. availability of this surplus item
2. college inventory number (found on a metal I.D. tag)
3. description of the item and its condition
4. present location of the item.

The Purchasing Manager shall inspect the property and shall notify other department heads to determine if the item is needed in their department. Any item moved to a different location and/or department is to be reported to the Purchasing Manager so that the inventory listing may be appropriately updated.

If after two weeks the Purchasing Manager has not been notified of a need for this item by any department, he will have this item moved to a central location, determine its value in consultation with the Vice President for Business Affairs and Treasurer, and if approved for sale, shall coordinate the sale.