

Title : Disposal of Property

Number :

2140.01

Approved :

05/11/23

Reference :

When it is determined that personal property is no longer of functional value to the College, the following procedures shall be followed:

1. A written report is made to the Fiscal Control Office, identifying the name of the item(s), inventory number(s), serial number(s), approximate replacement value(s), location(s) on campus, approximate age(s) of the article(s), and condition.
2. The Fiscal Control Office shall review potential need to retain the property:
 - A. A list of all items shall be furnished to College staff in order that an opportunity to request item(s) of potential use may be identified.
 - B. Staff requests for discarded items should be made in writing to the Fiscal Control Office.
 - C. The Fiscal Control Office shall schedule the disposal of all College property no longer considered functional.
3. Any exceptions to these procedures must be approved by the College President or personnel designated by the College President.

