

Business Operations Series—6000

SURPLUS PROPERTY

“Surplus Property” means all personal property, vehicles, and titled equipment/property received/purchased by the College. Examples include, but are not limited to: chairs, calculators, staplers, desks, automobiles, computers, media equipment, printers, and etcetera.

Department:

1. Identifies an item that is no longer being used and designates it as surplus. Submits a work order to Facilities Operations Department that includes description, model and serial number, fixed asset inventory number and location of item for those items sold, transferred, or disposed of through the State of Oregon Surplus Property Division.
2. Where work order is not used, the college’s Surplus Property form is to be filled out by the department and submitted to Business Services.

**Facilities
Operations Department:**

1. Confirms receipt of work order.
2. Picks up item(s) in accordance with documentation and determines appropriate method of disposal or transfer.
 - a. If **Facilities Operations Department** confirms that an item could be used in a classroom, common area, or future remodel, the item is disbursed to the appropriate area or put in storage for future use.
 - b. If **Facilities Operations Department** determines that the item might be considered for on-campus re-sale or lease, the item is provided to Bookstore for viewing.
 - c. If the **Bookstore** determines that an item is suitable for on-campus resale or lease, **Facilities Operations Department** delivers the item to Bookstore storage.
 - d. If **Facilities Operations Department** and/or the **Bookstore** determine that an item has no further useful life, it is disposed of according to (4) below.
 - e. **Facilities Operations Department** in cooperation with the **Business Services Department** may delegate authority to department(s) to accumulate and publicly dispose of surplus items.
3. Forwards a copy of all Surplus Property forms and surplus property work orders for items with fixed asset tag numbers to Business Services. The work order or Surplus Property form should describe the disposal method or transfer location.

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**Facilities
Operations Department
(continued):**

4. Accumulates and publicly disposes of surplus items in an economically, socially, and environmentally responsible manner through the State of Oregon, Surplus Property Division, State Surplus Web Site, or disposed of by other methods permitted or not prohibited by Oregon Revised Statutes. Other methods of disposal shall be exercised at the discretion of the **Facilities Operations Department** or other designated College department in cooperation with the **Purchasing Office** and may include, but not be limited to: internet auctions, oral auctions, sealed bid sales, and/or fixed price retail sales.

Business Services:

1. The **Purchasing Office** of Business Services, in cooperation with the **Facilities Operations Department or other designated College department**, may transfer surplus items, including recyclable or reclaimed materials, without remuneration or only nominal remuneration to the following:
 - a. Another public agency; or
 - b. Any recognized non-profit educational or public health institution or organization, exempt from taxation under section 501 of the Internal Revenue Code of 1954, which is certified to receive federal surplus property, subject to the following conditions:
 - (1) A determination has been made that the property is not needed for other public purposes;
 - (2) The college documents that it is clearly in the public's interest—the agreement or arrangement will promote the economic development of the college, of the college's geographical area, or of other public bodies that perform similar functions (Stat. Auth. ORS 279A.185);
 - (3) The college determines this is the most efficient and cost-effective method for disposing of the property;
 - (4) The college shall maintain a record of all donations, transfers, or sales authorized by this Procedure.

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Business Services (continued):

2. The **Information Technology Department**, in cooperation with the **Purchasing Office of Business Services**, may participate in take-back/asset recovery programs that promote sustainability, and/or transfer surplus items, including recyclable or reclaimed materials, without remuneration or only nominal remuneration to Marion County Recycling Center or other public or non-profit reclamation center(s).
3. Makes adjustments to fixed asset inventory to reflect changes in location and responsible department.
4. Determines disposition of item(s) and makes necessary accounting transfers. Records any revenue according to the schedule below:
 - a. Proceeds from the sale of fixed assets may be returned to the department(s), if approved by the **Chief Administrative Officer or designee**. Any item disposed of on the fixed asset list that sells for more than \$250—the amount exceeding \$250 will be returned to the department.
 - b. Any item not on the fixed asset list that sells for more than \$250 may be partially reimbursed to the department by prior agreement between the department and Facilities.
 - c. Any amount not returned to the department will be returned to the Surplus Property Disposition Account, unless otherwise approved by the **Chief Administrative Officer or designee**.

June 25, 1985

Adopted College Council

May 11, 1994; June 10, 1998; May 7, 2003, October 15, 2008

Revised