

### AP 6550 - Surplus Property

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“Surplus Property” means all Chemeketa Community College owned personal property determined to be of no further use to the college, obsolete, or scrap. Examples of personal property include, but are not limited to: vehicles, equipment, furniture, computers, office supplies, machinery, scrap metals and raw materials.

Surplus property shall be accumulated, stored, and disposed of through the Capital Projects & Facilities Department (excluding Information Technology Department Surplus Property) in a manner that is economically, socially, and environmentally responsible, and conforms with Oregon Revised Statutes.

#### Surplus Property Disposal

**Department:**

1. Identify surplus property and submit Work Request to “Facilities Assistance Center” (FAC), which is routed to Capital Projects & Facilities Department, including a description, model and serial number, fixed asset inventory number (if applicable), and location of the surplus property.
  - a. Vehicles will require additional documentation and processing.
2. Notify Business Services in writing (email) when any item having a fixed asset inventory number is being transferred to surplus property.

**Capital Projects & Facilities Department:**

1. Retrieve surplus property in accordance with the Work Request.
2. Determine if the surplus property is of value to the college. If it is of value to the college:
  - a. Re-purpose the item at the college or;
  - b. Store the item until it is re-purposed at the college or no longer of value to the college.
3. If it is of no value to the college determine the appropriate method of disposal or transfer. The preferred methods of disposal are:
  - a. Sell at college approved Public Auction.
    - (1) Determine marketability.
    - (2) Auction off as a single item or as a lot.

- (3) Provide a web link to the auction site on the college website.

**Capital Projects &  
Facilities Department:  
(continued)**

- b. Donate to another public agency or pre-approved non-profit organization identified in consultation with the department.
  - (1) If it is determined to be unsuitable for auction or has failed at auction one or more times, OR
  - (2) If it is clearly in the public's interest, OR
  - (3) If it promotes economic development in the college's geographical area, or of that of other public bodies that perform similar functions, AND
  - (4) A non-profit organization must be exempt from taxation under section 501 of the Internal Revenue Code of 1954.
- c. Recycle or Scrap.
  - (1) If it is unsuitable for auction and has little or no value to a non-profit organization.
  - (2) It shall be disposed of in a manner that ensures the most efficient use of college resources.
- d. Alternative Methods.
  - (1) These may include, but are not limited to; oral auctions, sealed bid sales, fixed price retail sales, etc. to be determined (in consultation with Procurement Services)

4. Notify Business Services in writing (email or on the appropriate form) upon the sale, transfer, or disposal of any fixed asset.
5. All funds received through the sale or disposition of surplus property must be deposited through Business Services as per policy & procedure #6020 Handling of Funds.

**Information Technology &  
Operations Department:**

1. The Information Technology Department, in cooperation with Capital Projects & Facilities Department, 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).

**Business Services  
Department:**

1. Makes adjustments to fixed asset inventory to reflect changes in location and responsible department, if applicable.
2. Makes necessary accounting transfers and deposits. 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 Director of Business Services or designee. Any fixed asset item disposed of 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 Capital Projects & Facilities Department.
  - c. Any amount not returned to the department will be returned to the Surplus Property Disposition Account managed by Capital Projects & Facilities Department, unless otherwise approved by the Director of Business Services or designee.

**Surplus Property Request**

**Department:**

1. Submit a Work Request to FAC which is routed to the Capital Projects & Facilities Department identifying the surplus property needed. Provide a general description including the size, dimension, color, shape, condition, etc. of the item(s) requested as well as its intended use.
2. Consult with Capital Projects & Facilities Department as requested and explore available options.
3. Reimburse Capital Projects & Facilities Department for handling and delivery of any re-purposed surplus item.
  - a. There will be no cost assessed for the material value of the item itself.

**Capital Projects &  
Facilities Department:**

1. Consult with the department as needed to understand the needs of the department to determine if any current, or anticipated future surplus property, will satisfy the request.
2. If a suitable item is available deliver re-purposed surplus property.
3. Charge back department for handling and delivery.

June 25, 1985

*Adopted College Council*

May 11, 1994; June 10, 1998;

May 7, 2003; October 15, 2008

*Revised College Council*

October 15, 2015; November 7, 2018

*Revised by College Executive Administration*