

## POLICY ON THE DISPOSAL OF SURPLUS COLLEGE PERSONAL PROPERTY

### I. PURPOSE

This policy provides guidelines to assist Suffolk County Community College Suffolk County Community College Association collectively (the "College") in the disposal of obsolete, excess, and outdated personal property. It further the intent of this policy to comply with the provisions of General Municipal Law, § 104-3' L V S R V D O R I 6 X U S O X V & R P S X W H U ( T X L S P H Q W ' )

### II. SCOPE

This procedure shall apply to all College departments where there is a need to dispose of Surplus Property. Where there is a conflict between this Policy and any other College policy, procedure, rule or regulation, the provisions of this Policy shall apply.

### III. OBJECTIVES

This policy seeks to:

1. Define the means for identifying obsolete, excess, or otherwise outdated property such as furniture, equipment, computer equipment, and automobiles.
2. Provides cost savings to the College by outlining a procedure for the transfer of Surplus Property among College departments.
3. Recover value from Surplus Property through its sale, either for reuse or for scrap.
4. Minimize disposal and storage costs by providing means for the donation of Surplus Property with negligible resale value.
5. Reduce or eliminate fire hazard conditions caused by excess surplus being stored.

### IV. DEFINITIONS

#### Authority

For purposes of this Policy the term College shall include Suffolk County Community College and the Suffolk County College Association.

#### Contracting Officer

The Contracting Officer is the Administrative Director for Business Operations  
ADBO



### Market Research

The process used for collecting and analyzing information about the entire market available to satisfy minimum College needs to arrive at the most suitable approach to acquiring, distributing, and disposing of Surplus Property.

### Surplus Property Officer

A regular employee to whom Campus Dean or Central Administration has delegated responsibility for the identification and release of Surplus Property within that department or division.

- 1.1 General. Surplus Property shall be disposed of in a manner that returns as much value as possible to the College. Value may be returned through internal transfer of items, thereby reducing expenditures; through sale of items to outside buyers, thereby producing revenue; or through donation or other disposal without direct income, thereby avoiding the costs associated with carrying excess inventories or disposal costs of items of negligible value.
- 1.2 Designation of Surplus Property. Each Campus shall designate a Surplus Property Officer for the Campus. This officer shall be responsible for periodically reviewing the furniture, supplies, software, and computer equipment within the department/division, and for identifying unneeded, excess, or outdated property as Surplus Property and whether such property was purchased with College or grant funds.

Once a piece of Property has been designated as Surplus Property, the Surplus Property Officer shall notify the ADBO by submission of a Surplus Identification and Release form, signed by the Campus Dean.

User departments will periodically review their inventory of Property such as furniture, office equipment, computer equipment, security and telecommunications equipment and determine whether such property should be disposed of. In such an event, the user department must determine the Fair Market Value of the Surplus Property to be disposed.

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Release form for computer equipment must be signed by both the Associate Dean and the ADBO.

- 1.4 Automobiles. ADBO will be responsible for the review of the continued usefulness63

Property shall be accomplished directly, minimizing the number of times an item must be moved.

- 1.2 Transfer to a constituent agency ADBO will circulate to the constituent agencies on a periodic or ad hoc basis as appropriate, notice of the availability of Surplus Property. The inspection and, upon acceptance, physical transfer of such property shall be the responsibility of the constituent agency accepting it, ADBO will facilitate the transfer if the result shall be of benefit to the College.

In the event that more than one constituent agency expresses interest in the same Surplus Property, ADBO shall determine the recipient, based on its judgment of which reassignment would be most beneficial to the College. Whenever possible, reassignment of Surplus Property shall be accomplished directly, minimizing the number of times an item must be moved.

- 1.3 Sale Surplus Property of an estimated or appraised aggregate Fair Market Value of \$100.00 or more will periodically be offered for sale by the College. The means of sale will be dependent on the estimated Fair Market Value of the Surplus Property.

- a. For Surplus Property with estimated or appraised Fair Market Value in excess of \$100.00 will prepare a requisition that will initiate a sale. The College Procurement Department will place a public notice in a newspaper of general circulation offering for public sale of such Surplus Property.
- a.1 The advertisement for bids shall be made at such time prior to the disposal through such methods and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the Surplus Property.
- a.2 All bids shall be publicly disclosed at the time and place stated in the advertisement.
- a.3 The award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the College, price, transportation and such other factors as the ADBO may deem appropriate, provided, that all bids may be rejected when it is in the public interest to do so.

b. For Surplus Property with an estimated value of less than \$100.00 informal sale to students or employees may be authorized by the ADBO.

- 1.4 Contribution. Items with an estimated or appraised value of less than \$100.00 may be offered to a for-profit organization if, in the judgment of ADBO Administration, such property may have value if returned to use in such an organization. Physical transfer of the property will be the responsibility of the receiving organization. Such offering shall be conducted at the convenience of the College and at minimal expenses to the College.
- 1.5 Disposal as waste Any Surplus Property that the ADBO determines has no monetary value and has been unable to dispose of through reassignment, transfer, sale, or donation as outlined above will be disposed of as waste in the most cost-effective means consistent with all relevant laws and regulations.

#### TERMS AND CONDITIONS OF ANY SALE OR DONATION

The terms and conditions of sale of any items may or may not include the opportunity to view warranties provided. If a sale rather than a donation or transfer, payment will be by money account, net of any remaining book value, and the cost of disposition.

The College will incur a minimum of expenses pursuant to the actual sale, donation, or transfer of the Surplus Property; whenever possible, items will be offered for sale from their original location.