



*Cañada College • College of San Mateo • Skyline College*

## **Disposal of District Property**

These procedures for disposal of district property will be carried out according to the policies established in District Rules and Regulations section 8.31.

The requirements for public posting/publication of the sale of surplus property are delineated in District Rules and Regulations section 8.31.2 and 8.31.3 and 8.31.4. When the value of the property dictates that posting/publication is required, the sale or auction will be

- posted in at least three public places in the district for not less than two weeks, or
- published at least once a week for a period of not less than two weeks in a district newspaper.

The District may dispense with posting/publication in accordance with these sections if;

- the surplus property is exchanged with, sold or donated to a school district, community college district, or other public entity; or
- the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions

### **1. To surplus a single or a few items from your department:**

- a) Click on the following link to access the Surplus Form for all items (other than electronics and vehicles): [Surplus Form](#). You can locate this form on the General Services website, under the heading "Internal Links" select "Internal Surplus Forms" and sign in using your username and password. Attach pictures of the item to the form, obtain Administrator and Business Officer's signature of approval, scan the form and pictures and email to purchasing.
- b) Complete the facilities online work order request to arrange for the surplus to be picked up and moved to a designated location to be determined by College Administration or Facilities. The department will incur the facilities costs for moving the item.
- c) For automobiles, click on the following link to complete the Surplus Automobile Form: [Automobile Surplus Form](#). You can locate this form on the General Services website under the heading "Internal Links" select "Automotive Submittal Forms" and sign in using your username and

password. Attach pictures of the automobile to the form, obtain Administrator and Business Officer's signature of approval, scan the documents and email to purchasing.

## 2. Reuse and Surplus of ITS Electronic Equipment:

As equipment ages and is replaced, it may be reused elsewhere as necessary, or it may be sent to surplus for donation, sale, or e-waste. If you have electronics such as computers, AV equipment, TV, printers etc. submit the ITS Service Request Form to request ITS to pick up the items. Click on the following link to access the form: [ITS Request Form](#). You can locate this form on the District Portal page under the heading ITS and by clicking on the ITS request form. You will need to sign in using your username and password.

Listed below are the four options for handling old equipment, listed in order of preference:

- a) Reuse: If equipment meets Reuse Standards as described in **section 3** and is in good working order (or can be repaired).

Equipment is held in an ITS area at each campus until a need is identified in the same department or same campus. The location transfer is recorded in an inventory maintained by ITS.

- b) Surplus Donate: Donate if equipment does not meet Reuse Standards but is in good working order.

Purchasing maintains a list of institutions in the area that SMCCCD has made donations to before. The District must validate the institution's nonprofit status with a letter from the IRS and have a donation request form completed. Work with the Senior Technician at each campus to identify and inspect items for possible donation. Items are recorded as noted in **5 (d)**.

- c) Surplus Sell: Sell if equipment does not meet Reuse Standards but is in good working order. Complete the Surplus Form located on the General Services website or by clicking on the following link: [Surplus Form](#).

- d) Contact Purchasing to sell equipment per item **6 (a) and 6 (b)**. Purchasing collects the revenue that is deposited into an ITS account. Items sold are removed from recorded inventory by a technician and recorded as noted in item **5 (d)**.

- e) Surplus E-Waste: If equipment does not meet Reuse Standards below and is not in good working order and/ or is not viable for donation or sale.

Items are sent to e-waste, and an e-waste recycler or hauler collects the equipment. IT calls and coordinates the E-Waste pickup. All items sent to e-waste are recorded as noted below\*. Revenue based on weight of equipment is received by Purchasing from the E-Waste recycler and deposited into an ITS account.

All IT equipment selected for surplus, donation, or sale is recorded on the shared file "SMCCCD Surplus, Donated, Sold" file on appserv1. An asset tag # is recorded if one exists.

### **3. ITS Reuse Standards for Electronic Equipment:**

When old equipment is replaced, it's evaluated for reuse, salvage or surplus based on the following factors:

#### **PCs**

Warranty intact:

- Yes – Repair as needed and reuse
- No – Consider other factors

Model/age:

- Dell 745 or better – make minor repairs (simple module replacement, power supply, memory problems) as needed and reuse
- Below 745 model – donate/sell/surplus (not fast enough for current district software; age and compatibility issues)

#### **Laptops**

Warranty intact:

- Yes – Repair as needed and reuse
- No – Consider other factors

Model/age:

- Dell 6400 or better – make minor repairs as needed and reuse
- Below 6400 model – donate/sell/surplus (not fast enough for current software; age and compatibility issues)

#### **Monitors**

- LCD 4/3 ratio – Reuse as needed
- Widescreen LCD 9/16 ratio – Reuse as needed
- All picture tubes sent to surplus

#### **Printers**

Laserjets

- In warranty – Review replacement costs (typically cheaper to replace than to repair)
- Out of warranty – Surplus
- Inkjets – Surplus

#### **Apple Products**

- 4-year warranty intact:
- Yes – Repair as needed and reuse
- No – Surplus

#### **4. Acquiring Surplus for Departmental Use:**

- a) Requestor determines what item is needed and contacts Purchasing. Purchasing reviews the surplus inventory to see if item is available and informs the requestor.
- b) In order to maintain the furniture and equipment standards on each campus, requestor obtains manager approval to acquire item. Manager sends an email to Purchasing indicating approval.
- c) The requester picks up and delivers the item or completes a Facilities work order to have the item delivered. The department incurs the cost of moving the item.

#### **5. To surplus large quantities or lots of office or classroom equipment related to construction or capital improvement projects**

- a) Facilities Planning Project Manager photographs the items and reviews with the College Administrator and Vice Chancellor of Facilities and Planning to determine if this will be surplus or used in other projects.
- b) Facilities Planning Project Manager designates a temporary location for surplus and items to be used for future projects. The Facilities Project Manager ensures that the storage rooms are secured and doors are rekeyed to allow limited access.
- c) Facilities Planning Project Manager labels items appropriately as "Surplus" or "Save "for use on xxxx project"
- d) Facilities Planning Project Manager completes an inventory of items to be sold or set aside and includes the asset tag# if applicable.
- e) Facilities Planning Project Manager completes the Construction/Capital Improvement Surplus form located on the General Services Download site with all the necessary approvals, attaches the inventory and pictures and forwards to Purchasing.
- f) Purchasing meets with Facilities Planning Project Manager to review items to be disposed of and inspects the surplus to determine whether items should be recycled, sold or donated.
- g) Purchasing representative manages the auction or disposition of surplus in accordance with district rules and regulations 8.31 Disposal of District Property. Purchasing removes the assets from the District fixed asset inventory database.

#### **6. Sale of Surplus**

- a) Utilizing General Services for the Sale: Purchasing meets with the requestor to inspect the surplus and determine if there is any value or if it should be

recycled or disposed. Before offering the items for sale Purchasing notifies the other colleges in the District to see if there is a need.

Purchasing researches the item to determine the market value.

If the item has value, Purchasing lists it on an auction site opened to the public. The auctions usually run for two weeks. In some instances the item is donated to a school or non-profit organization.

Once the item has been sold Purchasing coordinates a meeting between the buyer and the requestor to arrange for pick up. Purchasing collects the funds.

- b) Utilizing an Auctioneer for the Sale: Purchasing meets with the requestor to inspect the surplus and determine if there is any value or if it should be recycled or disposed

Purchasing contacts the auctioneer and coordinates a meeting between the requestor and the auctioneer. The auctioneer inspects the surplus and conducts an inventory.

The auctioneer places the surplus on an auction site opened to the public. This process takes about 6 weeks from the inventory stage to the sale and buyer pickup. If the auctioneer needs assistance during this process it is the responsibility of the requestor to provide the support.

Auctioneer submits payment to Purchasing.

Purchasing reviews the client invoice and collect the sellers permit if exempt certificate is noted in the sale tax collected column.

- c) Invoicing the buyer: Once the item has been sold and the funds collected Purchasing will generate an invoice and forward the invoice along with the buyer's money order, cashier's check or cash to the Accounting Department.

For vehicles sold add the following to the invoice "Buyer will pay sales tax and DMV fees to the DMV."

For vehicle trade-in an invoice will be generated with the name of the dealer and trade in value.

The Accounting Department will deposit the check and apply the funds to the departmental account number provided. The income will be placed in Banner Account # 8911.

An administrative cost of \$20.00 for surplus sold up to \$100 and a 10% fee for anything over \$100.00 will be included in the invoice to recover the expense of posting to an auction site.