

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.31 (BP 6550)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 8.31 Disposal of District Property  
**Revision Date:** 2/12  
**Policy References:** Education Code Sections 70902(b)(6), 81360 et seq. and 81450 et seq.

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1. The Board delegates to the Chancellor or designee the responsibility to identify any District property which is to be disposed of for the purpose of replacement or because it is unsatisfactory, unsuitable, or no longer required for District/College use. Such property shall be considered surplus property.

Whenever possible, the value of surplus property shall be determined in an objective manner through the use of independent sources (such as published value guides or industry advisors). Recommendations concerning the value of surplus property shall be done by persons who do not have a conflict of interest with any subsequent sale or other disposal of that property.

2. All surplus District personal property valued in excess of \$5,000 shall be offered for sale through a public bid process or public auction only after appropriate public notice in accordance with applicable provisions of the Education Code. If no qualified bid is received for such surplus property, it may be sold at private sale without advertising.
3. The Chancellor or designee is authorized to sell any surplus District personal property whose value does not exceed \$5,000 by private sale without advertising.
4. If the surplus property is of insufficient value (as determined in Section 8.31 [2] above) to defray the costs of arranging a sale, the Chancellor or designee may donate the property to a public, charitable, civic, or nonprofit organization or may otherwise dispose of the property in accordance with existing regulations.
5. No Trustee or anyone acting on his/her behalf shall be eligible to purchase or bid on material or equipment that is declared surplus.
6. District employees or anyone acting on their behalf who are involved in determining the personal property to be declared as surplus, establishing the property's value, or enhancing the property's value through repairs or alterations, are not eligible to participate in bidding on or purchasing such property.
7. Prior to obtaining the services of someone who is not a District employee to assist in the disposal of personal property (identifying items as surplus or valuing or selling such items), an agreement must be secured from that person not to participate in bidding on or purchasing such property, either in person or through an agent.
8. A summary report on the disposal of all surplus property whether by sale or other means, shall be presented to the Board for ratification semi-annually.