

# SAN FRANCISCO COMMUNITY COLLEGE DISTRICT POLICY MANUAL

Title: SURPLUS PROPERTY	Number: BP 7.33
Legal Authority: Education Code Sections 70902(b)(6), 81384, and 81452	Page: 1 of 4

## Purpose

To inform departments of the appropriate method of declaring and disposing of surplus, salvage, scrap and worthless property.

### B. Definitions

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Supplies, materials, and scrap. Land and buildings are not included in this policy. Additional definitions include:


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## C. Information

1. Departments are encouraged to examine equipment and inventories and report items that may be repurposed without detriment to the department to the Office of Buildings & Grounds Recycling Program and Purchasing.
2. Recycling by and through the Office of Buildings & Grounds Recycling Program will include control over the disposal of all College used electronics, used paper and scrap materials. The Purchasing Department may assist with sales or redistribution of equipment, and vehicles.
3. \$OO IXQGV GHULYHG IURP WKH VDOH RI VXUSOXV LWH Unrestricted Account or as otherwise agreed to by the Chief Financial Officer, in compliance with specific grant restrictions.
4. After the sale or disposal of surplus commodities, where applicable, appropriate inventory information shall be forwarded to the District Business Office for removal from inventory.

## D. Declaration of Surplus Eqrplc8 ( )-3 (lm)1 (e)4 (nt-3 (lt:))TJ ET EMC /HPMC /H1 <<i4d1 Tf 1on sh

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## F. Sale of Surplus Equipment

Once declared and approved by the Board of Trustees as surplus equipment, the disposal process will commence in whichever form is determined to be in the best interest of the District. Acceptable methods of disposal are:

1. Redistribution within the campus community Before items are offered for sale to outside purchasers, surplus items will first be offered to District departments on a first come, first served basis via email distribution.
2. Public sale/auction Public auctions may be auctioned by InterScola or Property Room when the surplus inventory warrants. Items will be sold to the highest bidder. Some items may require a minimum bid.
3. Sealed bid Certain surplus commodities, especially those of high dollar value and/or specialized use, may be sold via sealed bid. The purchasing Department, in collaboration with the department disposing of the equipment, shall determine if an item is sold via sealed bid.
4. Web site Surplus items may be redistributed.
5. Vehicles Vehicle sales have a number of legal requirements (e.g., DMV paperwork, VIN Stop notices, smog certificates, scrapping, transportation, removal of exempt plates, liability, towing, and obtaining free and clear title.) Any disposal of vehicles must have the approval of the Vice Chancellor of Finance & Administration or his or her designee. High mileage vehicles should be considered for trade-in. Wrecked cars or parts will be disposed of in the most effective, H Q Y L U R Q B F I Q H S D V O D E A O H P D Q Q H U D Y D L O D E O H \$ O O F R P P R G L must have approval from Administration before disposal, and with records documenting their disposal.

Approved by District Board of Trustees Date: 10/27/11	Authenticated By Chancellor 10/27/11 Date:
	Revision Number:      Date: