BRIDGERLAND TECHNICAL COLLEGE

503.1 – POLICY

Bridgerland Technical College has limited facilities and space for operations and storage. With increasing demands on space, it is imperative that only equipment, materials, and supplies of sufficient value and necessary for the operation of the College be retained. This policy is not intended to cause any employee to begin removing any property, equipment, materials, or supplies that still have sufficient value to the College, but rather to encourage employees, to identify surplus items and dispose of them through the appropriate processes. Given this situation, all supervisory staff are hereby directed to implement this policy in managing property for which they are responsible.

503.2 – SURPLUS PROPERTY, EQUIPMENT, MATERIAL, OR SUPPLIES IDENTIFICATION, STORAGE CRITERIA, AND DISTRIBUTION PROCESS

Property, equipment, material, and supplies that have practical, financial, historical, compliance, or other value to the College should be carefully safeguarded and used for the benefit of the College. Property, equipment, material, and/or supplies that have outlived their useful life to the institution should be identified and properly disposed of. In determining such value, the following criteria should be used as a guideline in determining whether items should be retained or disposed of as surplus items. Use of good judgment by College employees as items are evaluated to determine whether they should be retained or disposed of is strongly encouraged and endorsed.

503.3 – CRITERIA FOR RETENTION: (General Guidelines, Not Intended to Replace Good Judgment)

(1) Is expected to be utilized within the near future (one [1] year).
(2) Cannot be acquired or satisfactorily replaced when needed.
(3) Has unique functional or historical value to the department.
(4) Must be retained as required by law, regulation, agreement or policy.

503.4 – DISPOSAL GUIDELINES AND PROCESS

Once a decision is made to dispose of property, the top priority is to dispose of the surplus items, as expeditiously as possible, at the highest cost recovery to the College, and in such a way as to provide the general public equal access to the items. This is to be done in a controlled and orderly manner using one of the options listed below as the circumstances dictate. State Administrative Rules stipulate that surplus property will be disposed of at fair-market value, unless the property is not marketable for some reason and must be discounted to be sold.

Prior to disposing of surplus property, an opportunity for other departments to acquire and utilize that property for institutional purposes should be provided. Transfers, gifts, trades, and sales of properties between college departments may be directly negotiated between the departments involved. In instances when the transferor department head determines that the item would be of sufficient liability to any other college department to preclude providing this opportunity to other college departments, approval from the College President or his/her designee must be obtained.

Items of equipment, materials, and supplies determined to be surplus must be disposed of in one of the following ways:

(a) Public bid sale. Including the use of any Internet or electronic method currently available such as, but not limited to, e-Bay, KSL Classifieds, or any other publicly recognized online method.

(b) Internal sale of items through the Bookstore. (This method is to be used when the cost of advertising and coordinating a public bid sale would reasonably be expected to exceed the benefit to be derived.)

(c) Auction. (Use of this method is generally preferable when it can be incorporated with auctions of other local

governmental agencies such as universities, school districts, cities, counties, etc.)

(d) Abandonment. (When there is no salvage value or when the lifetime warranty issues are reasonably expected to exceed the benefit/proceeds of sale.)

(e) Donation to another educational or public entity.

(f) Delivered to the State Agency for Surplus Property.

Note: It is always preferable for a department or several departments to conduct a combined bid sale, auction, or internal sale in order to attract a larger group of interested purchasers. These types of sales may be initiated by any department head by providing notice to the Vice Presidents and all other department heads by way of e-mail that such a sale is being anticipated. This will provide an opportunity for more departments to participate.

503.4.1 – Under no circumstances may college property be salvaged for the personal benefit of a college employee or sold directly to a Bridgerland employee by a department, except as authorized by the President, or sold to an off-campus purchaser where personal benefit is derived by a Bridgerland employee. Violation of this prohibition will place the respective individual employee at risk of disciplinary action.

503.4.2 – All asset transfer/disposition transactions involving transfers of capitalized equipment items must be reported by the transferring department to the Accounting Department using the Asset Transfer/Disposition Form and outlined procedures.