

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: DISPOSAL OF SURPLUS  
PROPERTY

ADOPTED: October 21, 2004

REVISED: September 21, 2006

711. DISPOSAL OF SURPLUS PROPERTY	
1. Purpose	The Joint Operating Committee desires to quickly and efficiently dispose of surplus property, thus avoiding unnecessary handling, storage and other expenses.
2. Authority	<p>When it has been determined that any real or personal property is obsolete or unnecessary surplus and should be exchanged for other property or otherwise sold or disposed of, the Joint Operating Committee authorizes that such property may be sold or exchanged in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. The property is no longer required for its originally intended purpose.</li> <li>2. The property is considered out-of-date, obsolete, or unusable condition.</li> <li>3. The property is in quantities exceeding any possibility of effective use by the Carbon Career &amp; Technical Institute.</li> <li>4. Equipment to be replaced may be traded in on new equipment as part of the purchase procedure.</li> <li>5. Personnel connected with the school may not receive or accept property authorized for disposal except when bidding for items advertised to be sold.</li> </ol>
3. Delegation of Responsibility	<p>Determination as to whether any of the stated criteria apply to school property shall be made by the Business Administrator.</p> <p>The Business Administrator shall be responsible for identifying all obsolete or surplus property. As necessary, this individual may call upon other staff personnel to develop criteria to aid in the identification.</p> <p>The Business Administrator shall prepare recommendations concerning the disposal of obsolete and surplus property for approval by the Joint Operating Committee. Under no circumstances are materials to be removed from school property, whether discarded or considered surplus by the school, without specific permission from the Business Administrator.</p>

<p>4. Guidelines</p>	<p>The Business Administrator shall determine the means of disposing of obsolete or surplus property. Disposal of all items with an estimated value of \$500.00 or more shall require approval of the Joint Operating Committee.</p> <p>Items of some value may be disposed of in the following ways:</p> <ol style="list-style-type: none"><li>1. Public Auction - Generally conducted by a licensed auctioneer.</li><li>2. Salvage - Scrap sold to local dealers.</li><li>3. Negotiated Sale - Normally used when disposing of items of substantial value (i.e. Real Estate).</li><li>4. Sealed Bid - Normally used for items of substantial value or unique quantities.</li><li>5. Prepriced Sale - Normally used for large quantities of obsolete or surplus furniture and equipment.</li></ol> <p>Some items may have little or no value. These items shall be deposited in dumpsters, burned or hauled to a local dump, landfill or salvage yard. They may also be donated to charitable organizations.</p> <p>The Business Administrator shall be responsible for maintaining records of all obsolete and surplus property disposed of during each fiscal year. This summary shall include quantity, description of property, method of disposition and value received.</p>
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