2201 – Disposal of College Equipment

The disposal of outdated or surplus College equipment may occur through donation to other non-profit or public bodies; offered for sale at auction, sealed bid, or first come basis when properly advertised; used as trade-in; or be declared worthless and properly disposed.

The Coordinator of Facility Management shall annually review the College inventory of equipment and identify that which is outdated, surplus, or worthless.

The Coordinator will publicly advertise the availability of such equipment to non-profit and/or public bodies within Barton County and in other geographic areas as deemed appropriate.

The advertisement shall include the form and process for securing the equipment, along with a timeline. The Coordinator will conduct the process described and will be responsible for completing the transfer of the equipment, including updating the College Inventory, and other required paperwork.

Equipment deemed worthless shall be properly disposed of by the Coordinator or his/her designee.

(Based on policy 1201; revised and approved by President on 9/14/07)