

The Board of Trustees is aware that items of equipment and/or property may become obsolete, damaged or no longer of use to the College. Equipment items to be disposed shall be presented in writing to the Executive Dean of Administrative Services by the appropriate Dean or Vice President of Academic and Student Services. Such shall include the description, identification number(s), location, estimate of value, and if to be donated to charitable or public purpose organization, the name of the entity to which the donation is requested along with written justification for why it is to be donated. Following presentation of the request to dispose to the Executive Dean of Administrative Services, opportunity to consider scheduled reuse or restocking of the item(s) for use in other department(s) shall be provided. Upon approval by the Executive Dean of Administrative Services, an item valued at \$500 or greater and/or all donation request shall be presented to the Board of Trustees for approval of disposition.

Items valued at \$500 or greater will be sold through a competitive bid process, via a method determined by the Executive Dean of Administrative Services, following public notice in a minimum of one (1) newspaper of general circulation within the district a minimum of fourteen (14) calendar days prior to the date of sale. For items valued at \$5,000 or greater, the method of disposal shall be approved by the Board of Trustees.

Equipment items valued at less than \$500 will be sold to the highest bidder. Equipment valued under \$100 may be sold on a first come, first serve basis. Items for which no interest in purchasing is expressed will be disposed of in an environmentally responsible manner.

If, in the opinion of the Executive Dean of Administrative Services, a piece of equipment owned by the College has greater trade-in value than outright sale price, he/she shall be authorized to trade in such equipment when purchasing a similar or replacement piece of equipment. Trade-in values shall be reflected in bid quotations received from vendors.

All property will be sold, "as is, where is", without any warranties, expressed or implied. Proceeds from the disposal of equipment shall be deposited in the education fund.

Adopted:

Amended: November 1, 2022

Legal Ref:

Cross Ref: