



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

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| Title: TRANSFER, DISPOSAL, TRADE-IN OR SALE OF EXCESS PROPERTY | Code: GG0201 |
| Policy Reference: N/A | |

Equipment or supplies that can no longer be utilized in a department shall be classified as "excess property." The transfer, disposal, or sale of excess property shall be transacted through the FacilitiesDepartment. The trade-in of excess property shall be transacted through the Purchasing Department.

Excess property shall be utilized wherever possible to avoid new purchases. Such material will be stored and then will be sold, scrapped, or traded if not utilized.

In order to be fair to all, no donations of surplus to individuals or charitable institutions are to be made.

All excess equipment can be sold through public auction or as trade-ins.

Transfer or Disposal

1. Employees should initiate the disposal of material or equipment with their dean, campus team leader, or supervisor.
2. If determined that transfer or disposal is appropriate, Request for Disposal of Equipment/Furniture forms should be completed and approved by the dean or department director. Equipment/Furniture Transfer Request forms should be completed and approved by the dean or department manager.
3. The request should be forwarded to the FacilitiesDepartment for review, and the initiator should retain a copy.
4. The Facilities or Purchasing Department, when necessary, will contact the initiator of the request to make arrangements for the transfer or disposal of goods. The Fixed Assets Coordinator will make the necessary adjustments to the inventory record after transfer or disposal has been approved.

Trade-In

Complete information, including a description and the location of the material to be traded, should be included on the requisition for the new purchase. Specific arrangements for the transaction should be made by directly contacting the Purchasing Department.

The Purchasing Department will review requisitions requesting new purchases and offer surplus if available.

Office of Responsibility: Administrative Services Division – Facilities, Purchasing

Last Reviewed: Dec-2021