



Title: MOVING/SURPLUS FURNITURE

Code: GG0203

Policy Reference: N/A

INSTITUTIONAL FURNITURE

Facilities Planning & Construction handles the procurement of all institutional furniture through district budget or a division budget. Selections of furniture are made to maintain quality, continuity, and standards, and architectural services are provided for space planning.

1. New Furniture

New furniture can be requested annually through the Capital Equipment Request process overseen by the Business Office. An approved capital equipment request for furniture is fulfilled by the Facilities Planning & Construction Department and put on a list on a first-come, first-served basis.

2. Used Replacement/ Surplus Furniture

Replacement furniture can be requested by emailing the Facilities Planning Department at matcfpc@matc.edu and put on a list prioritized by need. Facilities Planning & Construction stores some general replacement furniture for breakage and updating. For lost, missing, or stolen equipment or furniture, refer to Section 2.5 "Replacing Missing or Stolen Equipment" in the Procurement Policy and Procedure Manual.

3. Moving

Facilities Planning & Construction provides moving services for the district for all new, replacement, and surplus furniture. This includes space planning to ensure a level of quality and standard space requirements for the designated task consistent with established district standards.



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DISPOSAL OR TRANSFER OF EXCESS PROPERTY

When the decision is made that an item is no longer needed, it should be declared excess property. For all equipment, furniture, or any inventoried item declared excess, complete Form 31 "Request for Transfer/Disposal of Equipment/Furniture" attached. Use one form if all items to be moved are located in one room. If more items are involved than lines available on the form, use an attached sheet of paper. Use additional forms if the items are currently in more than one location. All information must be included on the form so that proper handling can take place. Be sure to include all of the following information:

1. Requestor
2. Location of item now
3. Inventory tag number
4. Description
5. Reason for transfer
6. Suggested disposition (state of condition)
7. Approval of supervisor

When the form is completed, forward it to the Facilities Department. Facilities will determine the actual disposition of the items with several options available to handle excess property:

1. Transfer it to another department within MATC
2. Put into storage for possible future use
3. Sale by public auction
4. Scrap

There will be no personal sales.

If the item is to be moved in-house, Building Services will coordinate the move.

Office of Responsibility: Facilities Planning & Construction
Last Reviewed: Sep-2021