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## ADMINISTRATIVE REGULATION AND PROCEDURE

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Title: INVENTORY AND DISPOSAL OF EQUIPMENT DONATED TO THE COLLEGE THROUGH THE MATC FOUNDATION	Code: HH0301
Policy Reference: H0300-1, Gifts, Grants and Bequests; J0200, MATC Foundation, Inc.	

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1. Operations will be notified of all equipment donations via a completed copy of the Foundation's property gift form.
2. Operations will coordinate the tagging and inventorying of the equipment donations. The inventory record would list the Foundation as the supplier.
3. The division or department using the equipment will determine when it is no longer useful to that division or department.
4. That division/department will complete and submit to Purchasing and Receiving a request for property disposal or transfer. Purchasing and Receiving will determine if the equipment will be reassigned within MATC, sold, or scrapped.
5. The MATC Foundation will be notified of the determination.
6. If the equipment is designated for sale, Purchasing and Receiving will be responsible for selling it on bid.
7. If the equipment is designated to be scrapped, Purchasing and Receiving will be responsible for contacting the scrap dealer to arrange disposal and maintain records of the disposal.
8. Purchasing and Receiving will maintain records of the disposition, sale or transfer of all equipment.
9. Proceeds from the sale or scrapping of donated equipment will revert to the MATC Foundation.

See also HH0300: Donations to the MATC Foundation

Office of Responsibility: MATC Foundation, Inc.