

COMMUNITY COLLEGE OF DENVER

Title: Disposal of College-Owned Property

Guideline #: FS – 9

Approved: December 21, 2012
March 7, 2014
September 29, 2014
July 13, 2015
August 9, 2017

References: [System President's Procedures \(SP\) 16-60](#)

Approved By: Dr. Everette J. Freeman, President

1. Purpose

To establish guidelines for disposal of property owned by the Community College of Denver (College) determined to be redundant, obsolete, or unusable for any reason.

2. Applicability

This guideline applies to all employees of the College.

3. Basis

[System President's Procedures \(SP\) 16-60](#) requires property to be inventoried, tracked and safeguarded throughout its useful life and at the time of disposal. Because of the unique situation on the Auraria Campus, CCD does not have its own purchasing department or

receiving department. It has been determined the risk to the College of following this methodology is less than the expense it would incur to follow the SP 16-60. Therefore, it has been determined the College would tag and inventory property valued at acquisition of \$5,000 or more with a useful life of over one year, and Information Technology (IT) equipment regardless of the value.

4. Definitions

- 4.1 Property – Any piece of furniture, any equipment (see 4.6 Information Technology Equipment), regardless of price, any other item that had a purchase price of at least \$500, and any donated item with a market value of at least \$500 at the time of donation.
- 4.2 Surplus Property – Any tangible supplies, materials or equipment for which the College has acquired ownership by means of purchase, donation, dedication, transfer, abandonment, exchange or any other lawful means, which are no longer needed by the College.
- 4.3 Capital Equipment – Non-consumable, tangible equipment having a useful life of more than one year and a value at acquisition of \$5,000 or more. This includes equipment acquired via purchase, transfer, donation, capital lease or internal construction, and also includes components wherein parts may not meet the capitalization threshold, but in aggregate the cost is \$5,000 or greater.
- 4.4 Non-Capital Equipment – Tangible, non-consumable material or equipment that is valued at less than \$5,000 at acquisition or has a useful life of one year or less.

- 4.5 Surplus Property Manager – College employee charged with the responsibility for tracking surplus property, obtaining valuation, determining appropriate disposal method and ensuring appropriate documentation occurs. The Surplus Property Manager shall safeguard surplus property until disposal is complete. The College’s IT Director shall be the Surplus Property Manager for all IT equipment. The College’s Facilities Director shall be the Surplus Property Manager for all other property and non-IT equipment.
- 4.6 Information Technology Equipment (IT equipment) – Computers, servers, computer peripherals, software, electronic storage devices, cell phones, I Pads, telephones, printers, scanners, etc.

5. Policy

It is the policy of the College that property which is to be disposed of and meets the criteria described in the definition section above is done so in accordance with this guideline. Those items which fall under the \$500 threshold that are not furniture or IT equipment may be disposed of in a manner that follows established processes regarding recycling, hazardous waste and trash removal.

6. Guideline

6.1 General

Any disposal or relocation of property and/or items purchased with non-State funds, such as Federal dollars or private grants, must be communicated by the Surplus Property Manager to Fiscal Services for proper grant reporting and tracking in the Banner Fixed Assets Module. Non-State funded items must be disposed of in accordance with the guidelines established by the

entity providing the funding. If no guidelines exist, items will be disposed of in accordance with this guideline.

This guideline applies to equipment that is movable and not permanently attached to a building. It excludes land, land improvements, leasehold improvements, buildings and fixtures. It includes all categories of equipment including the following: computers, property acquired through certificates of participation, restricted gifts, equipment exposed to or containing hazardous materials, and other property.

6.2 Property Disposal

All items that are disposed of must be listed separately on the attached Asset Management Request for Disposal Form (BU-1), which requires signatures from the originating department, Surplus Property Manager and a representative from the internal department receiving the property. Prior to transfer, the College identifying scan sticker will be removed and attached to the Form. The hard copy Form and sticker will be retained in the Surplus Property Manager's file. Upon transfer of the item, the inventory system will be updated to show that the item is no longer in inventory and list the method of disposal. Both the hard copy of the Form and the inventory system record will be maintained for a minimum of three (3) years after disposal.

The Surplus Property Manager will dispose of property through (1) State Surplus, (2) the Auraria Higher Education Center's Facilities Department, or (3) sale of the item.

Items identified as having a marketable value may be made available for sale to the general public, and sales tax must be collected. The Surplus Property Managers will work with Fiscal

Services to determine the value of the property at disposition. This valuation will reflect the College's historical experience with equipment by including subject matter experts from the department most familiar with the equipment. All sales will be coordinated by the Surplus Property Manager. College employees and their immediate family members may only acquire surplus property if sales are open to the public. If an employee facilitates the sales event, the employee and his or her immediate family may not participate in the bidding.

6.3 Property Relocation

The Surplus Property Manager will inspect property to determine its remaining useful life and offer usable items to other College departments. Transferred IT items will be updated in the College's inventory system by the IT Surplus Property Manager to reflect its new location. Other property (non-IT equipment) will be communicated to Fiscal Services by the Facilities Surplus Property Manager so the location code can be changed in the Fixed Asset module of Banner.