

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 6550 Disposition of Surplus or Excess Property

It is the administrative procedure of Southwestern Oregon Community College that surplus or excess property be disposed of as follows.

The Vice President of Administration, in consultation with the cost center manager with budget authority concerning surplus items, will designate if the item to be disposed is offered as a donation to educational partners or is to be sold. Grant surplus property shall be disposed of according to the specific grant's guidelines.

- If the value of the surplus or excess property has a value less than \$10,000, the Vice President of Administration shall approve its sale or donation;
- If the value of the surplus or excess property has a value of \$10,000-\$50,000, the President or designee shall approve its sale or donation;
- If the value of the surplus or excess property has a value greater than \$50,000, the Board of Education shall approve its sale or donation.

If the surplus or excess property is to be sold:

- Surplus or excess property with a value of \$1,000 or less may be sold at a College sale that has been advertised in the local community or sold using internet-based tools (e.g., Craigslist or other sales platforms);
- Surplus or excess property with a value greater than \$1,000 shall be advertised and sold to the highest bidder.

If reasonable attempts to sell surplus property of a value less than a current value of \$1,000 fails to produce a monetary return to the College, Administration may dispose of the surplus property in another manner, such as donation to an educational partner, other recipient, or be scrapped.

Adopted by Board of Education

Procedure#8.003 January 20, 1986 Revised

January 24, 1994

Changed to Administrative Procedure January 22, 1996

Changed to an Administrative Procedure and revised January 23, 2006 Revised

March 6, 2006

Removed/Replaced by BP 6095 2009

Reinstated/Revised as APP May 4, 2016

Updated number: November 3, 2023 (Formerly APP 6095)

Southwestern Oregon Community College is an equal opportunity employer and educator.