

## **POLICY ON THE DISPOSAL OF SURPLUS COLLEGE PERSONAL PROPERTY**

### **I. PURPOSE**

This policy provides guidelines to assist Suffolk County Community College and Suffolk County Community College Association collectively (the “College”) in the disposal of obsolete, excess, and outdated personal property. It is further the intent of this policy to comply with the provisions of General Municipal Law, 104-C “Disposal of Surplus Computer Equipment”.

### **II. SCOPE**

This procedure shall apply to all College departments where there is a need to dispose of Surplus Property. Where there is a conflict between this Policy and any other College policy, procedure, rule or regulation, the provisions of this Policy shall apply.

### **III. OBJECTIVES**

This policy seeks to:

1. Define the means for identifying obsolete, excess, or otherwise outdated property such as furniture, equipment, computer equipment, and automobiles.
2. Provides cost-savings to the College by outlining a procedure for the transfer of Surplus Property among College departments.
3. Recover value from Surplus Property through its sale, either for reuse or for scrap.
4. Minimize disposal and storage costs by providing means for the donation of Surplus Property with negligible resale value.
5. Reduce or eliminate fire hazard conditions caused by excess surplus being stored.

### **IV. DEFINITIONS**

#### **Authority**

For purposes of this Policy the term College shall include Suffolk County Community College and the Suffolk County College Association.

#### **Contracting Officer**

The Contracting Officer is the Administrative Director for Business Operations (“ADBO”).

**Dispose or disposal**

Transfer of title or any other beneficial interest in Surplus Property in accordance with the methods of disposition described herein. The act of disposition may include the acts of transferring, trading-in, selling, donating or destroying goods that are of no further use to the College.

**Property**

Personal Property with a Fair Market Value, in excess of \$100.00 and any other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party. The term "Property" used throughout this procedure shall mean Personal Property.

**Surplus Property**

Property that (i) is of negligible value that has no remaining usefulness to the College but may have some intrinsic value or worth to others outside the College (i.e, for basic material content), (ii) does not have a useful purpose for College or (iii) has been deemed to be no longer useful to the College.

**Personal Property**

Tangible property, other than real property. Personal Property is physical and movable subject to ownership, with exchangeable value. Examples of tangible personal property include, but are not limited to furniture, supplies and computer equipment.

**Furniture**

Office furnishings and fixtures including but not limited to desks, tables, chairs, lamps, modular wall units, and partitions.

**Not-For-Profit Organization**

An organization incorporated for educational, charitable, or cultural purposes and recognized as tax-exempt under article 501(c)(3) of the Internal Revenue Code.

**Public Authority**

A public benefit corporation or public authority establishing by the State of New York.

**Public Agency**

Any unit of federal, state or local government.

**Fair Market Value**

The price for an item upon which the purchaser and vendor agree when both are fully acquainted with market conditions after suitable market research.

### **Market Research**

The process used for collecting and analyzing information about the entire market available to satisfy minimum College needs to arrive at the most suitable approach to acquiring, distributing, and disposing of Surplus Property.

### **Surplus Property Officer**

A regular employee to whom a Campus Dean or Central Administration has delegated responsibility for the identification and release of Surplus Property within that department or division.

- 1.1 General. Surplus Property shall be disposed of in a manner that returns as much value as possible to the College. Value may be returned through internal transfer of items, thereby reducing expenditures; through sale of items to outside buyers, thereby producing revenue; or through donation or other disposal without direct income, thereby avoiding the costs associated with carrying excess inventories or disposal costs of items of negligible value.
- 1.2 Designation of Surplus Property. Each Campus shall designate a Surplus Property Officer for the Campus. This officer shall be responsible for periodically reviewing the furniture, supplies, software, and computer equipment within the department/division, and for identifying unneeded, excess, or outdated property as Surplus Property and whether such property was purchased with College or grant funds.

Once a piece of Property has been designated as Surplus Property, the Surplus Property Officer shall notify the ADBO by submission of a Surplus Identification and Release form, co-signed by the Campus Dean.

User departments will periodically review their inventory of Property such as furniture, office equipment, computer equipment, security and telecommunications equipment and determine whether such property should be disposed of. In such an event, the user department must determine the Fair Market Value of the Surplus Property to be disposed.

ADBO's will also periodically evaluate the continued usefulness of modular furnishings, free-standing furniture and equipment that may be shared by several departments or divisions and, when appropriate, may designate such property as Surplus Property.

- 1.3 Computer Equipment. The Associate Dean for Computer Information Systems will be responsible for the review of the continued usefulness of computer equipment and may, in conjunction with the Campus Dean or Central Administration to which such equipment is assigned, identify such equipment as Surplus Property. A Surplus Property Identification and

Release form for computer equipment must be co-signed by both the Associate Dean and the ADBO.

- 1.4 Automobiles. ADBO will be responsible for the review of the continued usefulness of College automobiles, and may, when appropriate identify automobiles as Surplus Property. The Surplus Property Identification and Release form for automobiles must be co-signed by the Vice President for Business Affairs.
- 1.5 Fair Market Value. An appraisal shall be performed by the user department. Such appraised need not be formal and may be based upon any reasonable method for estimating the value of used property including internet pricing. Such appraisal of Fair Market Value shall be waived when the Property is transferred within the College. The purpose of the appraisal is to determine the estimated Fair Market Value of the Property to be disposed of.

### **DISPOSAL OF SURPLUS PROPERTY**

The following methods shall be used to dispense Surplus Property in descending order of preference, depending on the cost benefit to the College.

1. Reassignment to other College department/division;
  2. Transfer to another constituent agency of the College;
  3. Sale by the College including sale to students and or employees;
  4. Donation to any other not-for-profit organization, public authority, or public agency;
  5. Disposed under the authority of SUNY, State, or County Contract to yield revenue or avoid disposal costs;
  6. Disposal as waste.
- 1.1 Reassignment. ADBO will notify Campus Dean/Central Administration of the availability of Surplus Property and will facilitate the transfer of same among departments/divisions if such transfer will result in a cost savings to the College. Such notification shall take place at least once per year, by publication of an inventory of Surplus Property, and may be supplemented by informal notification of departments on an ad hoc basis. In the event that more than one department or division expresses interest in the reassignment of Surplus Property, ADBO shall determine the recipient, based on its judgment of which reassignment would be most beneficial to the College. Whenever possible, reassignment of Surplus

Property shall be accomplished directly, minimizing the number of times an item must be moved.

- 1.2 Transfer to a constituent agency. ADBO will circulate to the constituent agencies on a periodic or ad hoc basis as appropriate, notice of the availability of Surplus Property. The inspection and, upon acceptance, physical transfer of such property shall be the responsibility of the constituent agency accepting it, but ADBO will facilitate the transfer if the result shall be of benefit to the College.

In the event that more than one constituent agency expresses interest in the same Surplus Property, ADBO shall determine the recipient, based on its judgment of which reassignment would be most beneficial to the College. Whenever possible, reassignment of Surplus Property shall be accomplished directly, minimizing the number of times an item must be moved.

- 1.3 Sale. Surplus Property of an estimated or appraised aggregate Fair Market Value of \$100.00 or more will periodically be offered for sale by the College. The means of sale will be dependent on the estimated Fair Market Value of the Surplus Property.

- a. For Surplus Property with estimated or appraised Fair Market Value in excess of \$100.00 will prepare a requisition that will initiate a sale. The College Procurement Department will place a public notice in a newspaper of general circulation offering for public sale of such Surplus Property.

a.1 The advertisement for bids shall be made at such time prior to the disposal through such methods and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the Surplus Property.

a.2 All bids shall be publicly disclosed at the time and place stated in the advertisement.

a.3 The award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the College, price, transportation and such other factors as the ADBO may deem appropriate; provided, that all bids may be rejected when it is in the public interest to do so.

b. For Surplus Property with an estimated value of less than \$100.00 informal sale to students or employees may be authorized by the ADBO.

- 1.4 Contribution. Items with an estimated or appraised value of less than \$100.00 may be offered to a not-for-profit organization if, in the judgment of ADBO Administration, such property may have value if returned to use in such an organization. Physical transfer of the property will be the responsibility of the receiving organization. Such an offering shall be conducted at the convenience of the College and at minimal expenses to the College.
- 1.5 Disposal as waste. Any Surplus Property that the ADBO determines has no monetary value and has been unable to dispose of through reassignment, transfer, sale, or donation as outlined above will be disposed of as waste in the most cost-effective means consistent with all relevant laws and regulations.

#### **TERMS AND CONDITIONS OF ANY SALE OR DONATION**

The terms and conditions of sale of any items may or may not include the opportunity to view the material in advance; all property will be made available on an “AS IS” basis, with no warranties provided. If a sale rather than a donation or transfer, payment will be by money order, certified or bank check, and will be credited by the College’s miscellaneous income account, net of any remaining book value, and the cost of disposition.

The College will incur a minimum of expenses pursuant to the actual sale, donation, or transfer of the Surplus Property; whenever possible, items will be offered for sale from their original location.

Revised February 6, 2012