

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6550 Disposal of Property

References:

Education Code 60500-60501, 60510, 60521, 70902 (b) (6) and 81450 – 81455

The Director of Purchasing Services shall be authorized to sell, donate, or dispose of obsolete equipment, materials and books in accordance with state law, and shall conform to the following procedures:

1. The department/division responsible for furniture or equipment in their area must complete a Furniture and Equipment Transfer Request form to remove and transfer unwanted item(s) to the District's surplus warehouse facility. The transfer request form is available via the employee intranet under Purchasing and should be forwarded to the Warehouse Department when completed.
2. If the item is equipment and contains a hard drive or other form of electronic memory, the information technology equipment transfer request form must be used. This form must be completed and clearly noted that the equipment is to be transported to the appropriate Information Technology Services (ITS) department first so that the stored memory may be destroyed or removed. Once this has been accomplished, ITS will make a notation on the information technology equipment transfer request form and forward the paperwork to the Warehouse Department.
3. When the Warehouse receives the transfer request form, the staff will review, initial and forward the form to the appropriate Administrative/Custodial Services department authorizing the transportation of the item to the surplus warehouse facility.
4. When the item is accepted at the surplus warehouse facility, the staff will update the inventory record accordingly and the item will become available to other departments.
5. When an excessive amount of surplus items have been accumulated, they will be depleted in the following manner:
 - a. The District shall conduct an open house for District staff to view surplus items for use in the classroom or office.
 - b. The remaining surplus items, valued at less than \$5,000, will be offered first as a donation to public schools and qualified non-profit, charitable organizations preferably located within the Rancho Santiago Community College District service area. Notice will be mailed or sent via the internet to inform public schools and

qualified, non-profit, charitable organizations of such activity. Prior to releasing surplus property, Board action must take place.

- c. Prior to any donation, sale, or disposal, Board approval is required.
- d. The remaining surplus items are tagged to be sold by a private auction firm. If items are not feasible for sale, the surplus property will be disposed of in the local public dump in compliance with federal, state, local and county safety, environmental and sanitation laws and regulations.
- e. Legal notice shall be published at least once a week for a period of not less than two weeks in a newspaper published within the District's service area or posting a notice in at least three public places at least once a week for not less than two weeks within the District's service area.
- f. Public auction is held.
- g. All moveable equipment that has been donated, sold, or disposed of shall be recorded in the District's inventory system.

Such disposal must be coordinated with the Chancellor, Vice Chancellors, and/or Presidents responsible for District sites, to make sure there is no district need for the items, and coordinated with the Director of Purchasing Services or the Inventory, Delivery & Storage Services Supervisor, if a sale of the merchandise is necessary.

Surplus books and other instructional materials shall be donated to either of the institutions described above, or to children or adults, or an organization who will use them for the purpose of increasing the general literacy rate of the people in California or any foreign country or by sale.

All proceeds from any sales will be obtained in the form of a check or money order made payable to the Rancho Santiago Community College District. The funds received should be immediately remitted to the Assistant Vice Chancellor of Fiscal Services or Vice Chancellor of Business Operations and Fiscal Services for deposit into District revenue accounts. The method of disposition and amount of any proceeds will be available in the Purchasing Department.

Responsible Manager: Director of Purchasing Services

Revised: March 16, 2015 (Previously AR3405)

Reviewed: August 21, 2017