

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. BP- 7.11

TITLE: DISPOSAL OF SURPLUS OR OBSOLETE MATERIALS, SUPPLIES AND EQUIPMENT

SECTION 1. GENERAL

- 1.1 Scope - This policy applies to all College employees sets forth conditions for disposal of surplus or obsolete materials, supplies and equipment that complies with federal, state and Eastern West Virginia Community & Technical College (EWVC&TC) requirements.
- 1.2 Authority - West Virginia Code §18-B-5-4 through §18B-5-9 and Title 135, Procedural Rule, Council for Community and Technical College Education, Series 30
- 1.3 Effective Date - June 22, 2005

SECTION 2 STATEMENT

Policy to set conditions for disposal of surplus or obsolete materials, supplies and equipment.

Each department shall submit surplus or obsolete materials, supplies and equipment to the Business Office. The Business Office will screen the materials, supplies and equipment to insure that maximum utilization within the College has been met prior to disposal. Materials, supplies and equipment that is determined to have no utilization value will be stored until such time as they may be disposed of in a manner consistent with Title 135, Procedural Rule, Council for Community & Technical College Education, Series 30 and state law.

Material, supplies and equipment that are determined to still have value will be maintained in the storage for a minimum period of three (3) weeks for review and redistribution within the College community. If these items are not re-distributed within this time frame, disposition action will be taken.

Disposition of all surplus or obsolete materials, supplies and equipment must meet the following requirements:

- Regardless of funding source, ownership of property must vest with Eastern West Virginia Community & Technical College.

- Written notification, on the Inventory Relocation/Disposal Form, of surplus or obsolete materials, supplies and equipment must be given by the owning department to the Business Office.

Disposition will be effectuated in the following methods:

- Transfer to, or exchange, or trade with other government agencies or institutions.
- Auction Sale
- Sealed Bid Sale
- Through the Surplus Property Unit of the Purchasing Division of the West Virginia Department of Administration

If the method of disposition is other than by transfer to, or exchange, or trade with other governmental agencies or institutions, the Chief Procurement Officer shall, at least ten days prior to the disposition, advertise once a week for two consecutive weeks by newspaper publication as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3-1 et. seq., in the county where the surplus or obsolete materials, supplies, and equipment are located, their availability or sale, in whole or part, at public auction or by sealed bid, as sound business practices may warrant under existing circumstances and conditions.

If the method of disposition is through the Surplus Property Unit of the Purchasing Division of the West Virginia Department of Administration, all of the rules and regulations of the Department of Administration shall be followed.

Under no circumstances shall any of the property described in this policy be sold, transferred, or conveyed to any private person, firm or corporation other than at public auction or by sealed bid or as otherwise provided in West Virginia Code §18B-5-7.

The funds received from the disposition of surplus or obsolete materials, supplies or equipment shall be deposited in the account originally used to purchase said materials, supplies or equipment, if such account is readily ascertainable, minus any administrative costs associated with disposal. If account is not readily ascertainable, funds will be deposited in Auxiliary & Auxiliary Capital Fee Fund.

SECTION 3 DELEGATION OF AUTHORITY

The responsibility for implementation of this policy is delegated to the Dean or Director of within their department. Interpretation of this policy is delegated to the Chief Procurement Officer.

BOARD OF GOVERNORS, CHAIR

June 22, 2005
DATE