

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

DISPOSAL OF COLLEGE PROPERTY

The Director of Purchasing and Business Operations is responsible for the identification and disposal of College owned equipment, vehicles, machinery, or supplies that are obsolete or surplus to the needs of the College.

The Director of Purchasing and Business Operations shall be notified in writing (Form 741) by the appropriate Executive Administrator of any item or items which become surplus.

Under the direction of the Director of Purchasing and Business Operations, the Dock Supervisor will coordinate online listings including those for sale within the State of Michigan's online bid system.

COLLECTION

1. A department having a surplus item must prepare, in triplicate, a Report of Transfer or Disposition of Equipment (Form 741) and forward all but the goldenrod copy to Purchasing.
2. Upon receipt of Form 741, the Purchasing Department will arrange for pick-up or transfer of equipment through Facilities Management.

DISPOSAL OF SURPLUS ITEMS WILL BE HANDLED BY ONE OF THE FOLLOWING METHODS:

1. Removed to storage for redistribution on Campus.
2. Used as a trade-in on replacement equipment.
3. Used for parts.
4. Donated to other nonprofit organization(s).
5. Sold at public sales including the State of Michigan's online bid system.
6. Sold as scrap material.
7. Destroyed, as no longer usable.

REQUESTS FOR REASSIGNMENT OF SURPLUS PROPERTY ARE TO BE REFERRED TO THE DIRECTOR OF PURCHASING AND BUSINESS OPERATIONS:

1. If an item is available for reassignment, a Report of Transfer of Equipment Form 741 will authorize removal from storage and direct delivery to the proper College area.
2. If item is not immediately available, the requester will be notified. Should this equipment become available within a reasonable length of time, the requester will be contacted and all such requests will be treated on a first-come, first-served basis.

DISPOSAL OF SURPLUS PROPERTY BY SALE WILL BE PROCESSED AS FOLLOWS:

1. A value will be determined for each item.
2. Property shall be disposed of subject to public sale by one of the following methods:
 - a. By individual item.
 - b. By "bulk" (i.e., a predesignated quantity of items similar or related by description).
3. All items will be sold on an "as is" basis. The College shall not be held liable for defect or failure of any such items.
4. Payment must be made upon receipt of item (with the exception of sales to governmental agencies).
5. The College reserves the right to reject any and all offers.
6. In certain cases, items may be advertised and sold to the highest bidder.

NONCAPITAL ITEMS (i.e., SUPPLIES) WILL BE DISPOSED OF AS DEEMED APPROPRIATE BY THE DIRECTOR OF PURCHASING AND BUSINESS OPERATIONS AND MAY BE ONE OF THE FOLLOWING METHODS:

1. Transferred to another department at "no charge—usable."
2. Donated to other nonprofit organization(s).

3. Advertised for sale.
4. Destroyed as "obsolete—no value".

**MONIES RECOVERED FROM THE AUTHORIZED SALE OF SURPLUS
EQUIPMENT WILL BE DEPOSITED INTO THE GENERAL FUND.**

Revised—Cabinet
November 2, 1987
April 2, 1990
December 5, 1994
July 29, 1996
February 5, 2002
Retyped—Title Change
September 29, 2004
Revised—Cabinet
September 17, 2019