

Policy: **Declaration of College Property as Surplus**
Responsible for Policy: Business Services, Controller

Policy Number: **G-4**
Most recent approval date: July 2015

Policy Statement

Finger Lakes Community College shall establish and implement an efficient process for disposing of the College's surplus personal property.

Reason for Policy

Although property acquired by Finger Lakes Community College may become unnecessary or obsolete, said property may still retain value. Accordingly, this policy sets forth procedures by which the College may appropriately dispose of unnecessary or obsolete property.

Applicability of the Policy

Members of the Facilities/Buildings & Grounds department, Business Services department, Controller's staff and department and division heads should be familiar with this policy.

Definitions

None

Related Documents

- NYS Education Law Section 6306 (Administration of Community Colleges–Boards of Trustees)
- NYS Comptroller's Opinions 86-78, 90-37, 93-21
- FLCC Inventory Control Procedures
- FLCC Policy Statement Relative to Goods and Services

Review date/action taken:

- March 2011: original approval date
- Fall 2012: no revisions
- July 2015: no revisions

Procedures

Surplus Personal Property

1. When department personnel determine that equipment has become obsolete, an equipment retirement form is submitted to the Office of Business Services. The Director of Business Services is responsible for the appropriate disposal of obsolete equipment.
2. The Director of Business Services will review the list of surplus property to determine whether any of the items should be retained or given to another department.
3. After reviewing said list, the Director of Business Services will offer any remaining surplus property for public sale. The property will be sold in arm’s length transactions for the best price obtainable. The method of sale will be one that is reasonably calculated to bring the best price or maximum financial benefit for the College and may include sale by auction, private negotiations, or competitive bidding.
4. Anything to the contrary notwithstanding, surplus property may be donated to Ontario County or to another governmental entity with the approval of the FLCC Board of Trustees.

Surplus Library Property

The Director of Library Learning Resources may dispose of library titles that have become outdated or obsolete. Where the titles and/or equipment retain any value, the Director of Library Learning Resources must dispose of them in arm’s length transactions for the best price obtainable. The method of sale will be the one that is reasonably calculated to bring the best price or maximum benefit for the College and may include sale by auction, private negotiations or competitive bidding. Where, in the reasonable judgment of the Director of Library Learning Resources, the titles and/or equipment retain no value, the Director of Library Learning Resources may dispose of the titles and/or equipment by donating them to another governmental entity.

Grant and Gift-Funded Property

Notwithstanding the foregoing, the disposition of property originally acquired pursuant to the terms of a grant, gift or similar instrument (a “Funding Agreement”), may only be conducted if permitted by, and must be consistent with, any terms of the Funding Agreement to which the College and/or the property remains subject at the time of the proposed disposition.

Forms/Online Processes

- None

Appendix

- None

Review date/action taken:

- March 2011: original effective date
- Fall 2012: no revisions
- July 2015: no revisions