

## **Storage and Disposal of Non-Hazardous Equipment, Materials and Supplies Policy**

- (1) Dixie Technical College (College) has limited facilities and space for operations and storage. With increasing demands on space, it is imperative that only equipment, materials, and supplies of sufficient value and necessary for the operation of the College be retained. This policy is not intended to cause any employee to begin removing any property, equipment, materials, or supplies that still have sufficient value to the College, but rather to encourage employees, to identify surplus items and dispose of them through the appropriate processes. Given this situation, all Vice Presidents and Department Heads are hereby directed to implement this policy in managing property for which they are responsible.
- (2) Property, equipment, material, and supplies that have practical, financial, historical, compliance, or other value to the College should be carefully safeguarded and used for the benefit of the College. Property, equipment, material, and/or supplies that have outlived their useful life to the institution should be identified and properly disposed of. Use of good judgment by College employees as items are evaluated to determine whether they should be retained or disposed of is strongly encouraged and endorsed. In determining such value, the following criteria should be used as a guideline in determining whether items should be retained or disposed of as surplus items:
  - (a) Is expected to be utilized within the near future (one year).
  - (b) Cannot be acquired or satisfactorily replaced when needed.
  - (c) Has unique functional or historical value to the department.
  - (d) Must be retained as required by law, regulation, or agreement policy.
- (3) Disposal Guidelines and Processes
  - (a) Once a decision is made to dispose of property, the top priority is to dispose of the surplus items, as expeditiously as possible, at the highest cost recovery to the College, and in such a way as to provide the general public equal access to the items. This is to be done in a controlled and orderly manner using one of the options listed below as the circumstances dictate. State Administrative Rules stipulate that surplus property will be disposed of at fair-market value, unless the property is not marketable for some reason and must be discounted to be sold.
  - (b) The Executive Team may establish practices, processes and procedures for the disposal of all College surplus property, including, but not limited to, the designation of persons responsible for the disposal of property, requiring approval of disposals, and the allocation of proceeds among departments.

- (c) The Vice President of Administrative Services must be notified of the disposal of all surplus property which has a value in excess of \$100.
- (d) Prior to disposing of surplus property, an opportunity for other departments to acquire and utilize that property for institutional purposes should be provided. Transfers, gifts, trades, and sales of properties between college departments may be directly negotiated between the departments involved. In instances when the transferor department head determines that the item would be of sufficient liability to any other college department to preclude providing this opportunity to other college departments, approval from the College President or his/her designee must be obtained.
- (e) Items of equipment, materials, and supplies determined to be surplus must be disposed of in one of the following ways:
  - (i) Public bid sale. Including the use of any Internet or electronic method currently available such as, but not limited to, eBay, KSL Classifieds, or any other publicly recognized online method.
  - (ii) Internal sale of items through the College Store. (This method is to be used when the cost of advertising and coordinating a public bid sale would reasonably be expected to exceed the benefit to be derived.)
  - (iii) Auction. (Use of this method is generally preferable when it can be incorporated with auctions of other local governmental agencies such as universities, school districts, cities, counties, etc.)
  - (iv) Abandonment. (When there is no salvage value or when the lifetime warranty issues are reasonably expected to exceed the benefit/proceeds of sale.)
  - (v) Donation to another educational or public entity.
  - (vi) Delivered to the State Agency for Surplus Property.
  - (vii) College-owned surplus items that do not appreciate in value and that had an initial purchase price of less than \$100 or which are deemed to be valued at less than \$100 may be disposed of as waste or may be packaged together and sold as a bundled sale.
- (4) It is always preferable for a department or several departments to conduct a combined bid sale, auction, or internal sale in order to attract a larger group of interested purchasers. Notice of any such sale will be provide to all of the College's department heads. This will provide an opportunity for more departments to participate.
- (5) Under no circumstances may College property be salvaged for the personal benefit of a college employee or sold directly to a College employee by a department, except as authorized by the President. Under no circumstances may College property be sold to an off-campus purchaser where personal benefit is derived by a College employee. Violation of this prohibition will place the respective individual employee at risk of disciplinary action.
- (6) All asset transfer/disposition transactions involving transfers of capitalized equipment items must be reported by the transferring department to the Finance Department in writing.

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