

PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: B 5.0
Procedure Title: Surplus Disposal Procedures
Relevant Board Policy/SACSCOC Policy:
[C.2.7 \(Policy\) Equipment/Property Management](#)
SACSCOC Principle 13.7 Physical Resources
Originating Unit: Information Technology Services
Maintenance Unit: Vice President of College Services

I. Purpose: The purpose of this document is to set procedures to follow for surplus. It is the department's responsibility to confirm that any equipment with or without asset tags going through the surplus property process is “Good – But No Longer Needed” or “To Be Disposed Of.” Purchasing and Contracts Administration Department takes no responsibility in this matter.

II. Procedure Statements:

Furniture Surplus Property.

If the surplus property is furniture, departments will complete a Property Transfer Form (PTF) provided by Purchasing and Contract Administration Department.

Procedures for Disposal of Furniture Surplus Property.

1. Fill out the PTF as indicated on the form. Any items without an Alamo Colleges District tag or serial number must be described to the best of your knowledge. For assets that are tagged, fill out the description field on the PTF to match the description in the Inventory System (i.e. WiseTrack).
2. Compose a memorandum to the Vice President of College Services (VPCS), through the Director of Information Technology, with justification for disposal.
3. Run a department inventory report from the Inventory System (i.e. WiseTrack) to accompany the PTF indicating for Surplus or Disposal.
 - a) If the assets are tagged, highlight them on your report.
 - b) If the assets are not tagged or do not appear on your WiseTrack report, include a statement in the memorandum that the assets are not tagged or tracked in your department inventory.
4. Take photos of all items that are requested for disposal.
5. PTF, photos, department Inventory System (i.e. WiseTrack) report, and memorandum is to be emailed to the Director of Information Technology Services.
6. Director of Information Technology Services will sign and send the PTF,

- photos, department Inventory System (i.e. WiseTrack) report, and memorandum to the VPCS for signature and copy all parties involved.
7. VPCS will return the approved PTF, photos, department WiseTrack report, and memorandum to the requesting department.
 8. The department will send the signed PTF to Inventory Control at dst-tranfersurplus@alamo.edu, Indicating “Good – But No Longer Needed” or “To Be Disposed Of.”
 9. Surplus will contact the department to schedule a pick up by a vendor or to contact Facilities (work order must have PTF attached) for disposal. It is the Department’s responsibility to enter a facilities work order.
 10. The department will email and retain the signed copy, by vendor or facilities indicating disposal is complete, to inventory control at dst-tranfersurplus@alamo.edu.

Computer/Electronic Surplus Property.

All Computer/Electronic Surplus property must be transferred through the Inventory System (i.e. WiseTrack) to Information Technology Services (ITS). Once in ITS possession, ITS will determine if the equipment must be disposed of. These items must be disposed of immediately-- do not hold items indefinitely and delay the start of the surplus process.

Procedures for Disposal of Computer/Electronic Surplus Property.

1. Fill out the PTF as indicated on the form. Any items without an Alamo Colleges District tag or serial number must be described to the best of your knowledge. For assets that are tagged, fill out the description field on the PTF to match the description in the Inventory System (i.e. WiseTrack).
2. Compose a memorandum to the Director of Information Technology with justification for disposal.
3. Run a department inventory report from WiseTrack to accompany the PTF indicating for Surplus or Disposal.
 - a) If the assets are tagged, highlight them on your report.
 - b) If the assets are not tagged or do not appear on your WiseTrack report, include a statement in the memorandum that the assets are not tagged or tracked in your department inventory.
4. Take photos of all items that are requested for disposal.
5. PTF, photos, department WiseTrack report, and memorandum will be sent to the Director of Information Technology Services for signature.
6. The department will initiate the transfer of tagged items and ITS will accept the items, once confirmed, into the ITS inventory for processing.
7. The Director of Information Technology Services will send the PTF, photos, department WiseTrack report, and memorandum detailing the request to the VPCS for signature
8. VPCS will return the PTF, photos, department WiseTrack report, and memorandum to the ITS department.

9. The ITS department will send the PTF to dst-transfersurplus@alamo.edu, indicating “Good – But No Longer Needed” or “To Be Disposed Of.”
10. Surplus will contact the ITS department to schedule a pick up by a vendor for disposal.
11. The ITS department will retain the signed copy by vendor or facilities indicating disposal is complete and email it to inventory control at dst-tranfersurplus@alamo.edu.
12. Allow up to three weeks for process to be completed

The following items MUST be considered as "Computer/Electronic Surplus" regardless of working condition:

Cash Registers, Copiers, Desktop Computers, Digital cameras, EKG Machines, Fax Machines, LCD (Flat Screen) Monitors, Media - Magnetics (hard drives, tapes, etc.), Mobile Computers (laptop, notebook, etc.), Peripherals (keyboards, mice, docking stations, speakers, etc.), Printers, Scanners, Servers, CRT Monitors, Audio/Video Equipment, TVs, any item that may contain data, or any item that has a keyboard

Attachment:

Property Transfer Form (PTF)

Date Created: September 19, 2017

Date Updated/ Approved: May 5, 2020

Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Dr. Robert Garza)

President