C.2.7.3 (Procedure) Disposal of College District Property

Responsible Department: Vice Chancellor for Finance and Administration, Vice Chancellor for Planning, Performance and Information Systems

Based on Board Policy: C.2.7 - Equipment/Property Management

Approved: 8-18-09

Last Amended: 10-18-12

Definitions

For the purposes of this procedure, the following definitions shall apply:

1. **Property**: College District-owned personal property. Provisions for disposal of real property or any interest in real property are set forth in Procedure C.1.3.2.

2. **Excess Property**: College District-owned personal property which is not needed by the property custodian but may be needed by other areas of the institution.

3. **Surplus Property**: College District-owned personal property which is not needed by any of the departments within the College District.

4. **Expended Property**: Any personal property owned by the College District which through use, time, or accident is so depleted, worn, damaged, used, or consumed that it has no value for the purpose for which it was originally intended.

5. **Property Custodian/Custodial Department**: The department having possession of the property and having the authority to declare it excess. In effect, this is the “user” department.

Declaration of Excess Property

The declaration of excess property is the responsibility of the department chairperson or director of the custodial department. It is also the responsibility of the chairperson or director to notify the inventory control section of the College District materiel management unit of any special restrictions regarding the disposal of such property (i.e., gifts, federal grants, etc.).

Disposal Authority

The Vice Chancellor for Finance and Administration has the sole authority and responsibility for approving the disposal of Alamo Colleges owned excess, surplus, and expended property. Unauthorized disposal of Alamo Colleges’ property is prohibited.

Methods of disposal are as follows:

1. Efforts will be made to redistribute excess property to other departments within the College District prior to disposal through external resources.

2. Following internal redistribution efforts, surplus property will be disposed of to the highest bidder by competitive bid or public auction. Removal of surplus property for personal use by employees of the College District is prohibited.
C.2.7.3 (Procedure) Disposal of College District Property  
Responsible Department:  Vice Chancellor for Finance and Administration, Vice Chancellor for Planning, Performance and Information Systems  
Based on Board Policy:  [C.2.7 - Equipment/Property Management](#)  
Approved:  8-18-09  
Last Amended:  10-18-12

3. Expended property will be disposed of through the College District’s waste removal contract, by competitive bid, through removal by inventory control personnel to the municipal landfill, or through recycling whenever possible. Removal of expended property for personal use by employees of the College District is prohibited.

4. Disposal of property by other methods, if warranted, may be considered on an individual case basis by the College District Director of Acquisitions and Administrative Services.

5. Donations of College District-owned property may only be made to the Texas Adjutant General’s department or to the Texas National Guard with prior approval of the College District Director of Acquisitions and Administrative Services.

### Disposition of Proceeds

Proceeds from the sale of surplus property, after deducting expenses related to the sale of such property, will revert to the general fund.

### Disposal of Non-College District Abandoned or Unclaimed Personal Property

The College District Chief of Police is authorized to return non-College District abandoned and unclaimed personal property to the owner in accordance with College District procedures. These procedures shall address, but not be limited to, the following topics:

1. Notices of Lost and Found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.

2. A range of options for locating owners of abandoned property that are not turned in to a Lost and Found location. These options may address such items as abandoned cars or other large items.

The disposal of non-College District abandoned or unclaimed personal property is subject to the same policy requirements as the disposal of College District-owned property.

**Legal Reference - TACC Policy Reference Manual**  
CIB(LEGAL) - Equipment and Supplies Management: Disposal of Property