

C.2.7.3 (Procedure) Disposal of Alamo Colleges Property

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.2.7](#) - Equipment/Property Management

Approved: 8-18-09

Last Amended: 4-23-13

Definitions

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

1. Surplus Property: personal property including, but not limited to, furniture, fixtures and movable equipment, but does not include real property (real estate, including fixtures), that is no longer required by the Alamo Colleges department or office to which it is assigned by the inventory system.
2. Transfer Property: Surplus Property that is no longer needed by one department or group but is being moved to another department or group within Alamo Colleges.
3. Excess Property: Surplus Property other than Transfer Property.
4. Expended Property: Excess Property that is so worn that it lacks a core value that would justify repair or refurbishment, is obsolete, or is otherwise reasonably determined to have no realizable market value.
5. Property Steward: The employee having possession of the property and having the authority to request a transfer or disposal (“disposition”). In effect, this is the “user”.
6. Property Transfer Form (PTF): used to describe items for disposition; and to obtain administrative approvals prior to submission of form to Inventory Control or Purchasing and Contract Administration departments.
<http://share.alamo.edu/ffa/Documents/Property%20Transfer%20Form%20Rev%205%202015.pdf>

Declaration of Surplus Property for Disposition

The declaration of Surplus Property is the responsibility of the department chairperson or director. As the Property Steward responsible for the all tagged and untagged property assigned to his/her department, the chairperson or director must submit the request utilizing the PTF. The Property Steward shall obtain approval for declaration of surplus property from the Vice President of College Services (VPCS) at their college, or the appropriate district official (District Director, Associate Vice Chancellor or Vice Chancellor) if a district department, prior to submission to the Purchasing and Contract Administration Department.

Surplus Property Disposition Authority

The Vice Chancellor for Finance and Administration, working thru the Purchasing & Contract Administration Department, has the sole authority and responsibility for approving the disposition of Alamo Colleges owned property described in this Procedure. Unauthorized disposition of Alamo Colleges’ property is prohibited. The means of authorized disposition of Surplus Property are detailed below.

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Summary of Responsibility and Accountability for Property Disposal

The essentials to transferring and tracking property disposal are listed below:

1. Property Steward:
 - a. Complete PTF with leadership approvals and submits to Purchasing
 - b. Remove asset tag
 - c. Provide serial number and/or asset tag number on PTF, if applicable
 - d. Obtain signature of vendor on PTF (or anyone else) when custody of the asset is transferred (removed from your work site) and re-submits to Purchasing
 - e. Verifies Inventory Records are removed from Wisetrack system by following month

2. Purchasing & Contract Administration:
 - a. Receives and assesses PTF for accuracy and completeness
 - b. Schedules pick-up with sales contractor or for recycling; providing name, phone and & email contact information for the Property Steward or department contact
 - c. Notifies Property Steward or department contact of scheduled pick up and reminds them to “ready item” (remove from wall, empty, or remove asset tag)
 - d. Transmits PTF to Inventory Control once pickup is confirmed
 - e. Reconciles monthly to the contractor sales reports to include tracking items received by date, sale date, sale price, commission paid, or other (recycled or scrapped)

3. Inventory Control:
 - a. Emails Property Steward confirming when inventory records are updated

Authorized Means of Disposition of Surplus Property

Upon receipt of the PTF, the Purchasing and Contract Administration Department will determine and approve the appropriate method of disposition. In disposing of property, the Purchasing and Contract Administration Department may, generally in the following order of priority:

1. Offer the Surplus Property as a trade-in when purchasing new items:

Advantages of trade-ins are reduced administrative overhead, storage and handling costs for disposition of unwanted property. It is imperative that this procurement option is explored and be utilized wherever practical.

The Property Steward provides the Purchasing and Contract Administration Department with information regarding existing property made Surplus Property by newly requisitioned property on the purchase requisition (and a copy of a PTF) when purchasing a new item.

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The Property Steward is responsible for removing all tags identifying trade-in items as property of Alamo Colleges. Items with serial numbers and/or Fixed Asset Tags are to have the tag and/or serial numbers listed on the PTF. The Property Steward is to contact the Information Technology Department to remove data and software applications from electronic equipment prior to trade-in. The Purchasing and Contract Administration Department identifies the property on the Purchase Order and forwards the purchase order and PTF to the Property Steward and the vendor. The vendor delivers the new item and retrieves the property identified as trade-in. It is important that the originating department obtains a signature on documents listing all of the equipment delivered and picked up and that the list of items picked up matches the PTF. The originating department is responsible for submission of a fully executed PTF to the Purchasing and Contract Administration Department at dst-transfersurplus@alamo.edu. The Purchasing and Contract Administration will forward the completed PTF to Inventory Control.

2. Transfer any Transfer Property to other departments and offices:

Transfer Property may be transferred from one department or location to another as a result of redistribution or relocation (move). See Procedure [C.2.7.4](#) Property Management: Inventory Control for instructions. The receiving Property Steward is responsible for removing and transporting the Transfer Property from the originating location. The receiving Property Steward may contact the Purchasing and Contract Administration Department for the purchase of moving services (if needed). The receiving department should complete the PTF and email to Inventory Control at DST-Teaminventory@alamo.edu.

3. Sell Excess Property:

For Excess Property, contact the Purchasing and Contract Administration Department for arrangement of pick up. Complete the PTF and email to dst-transfersurplus@alamo.edu. The Purchasing and Contract Administration Department may offer the Excess Property for sale to the public. The Purchasing and Contract Administration Department works with the Property Steward and the contracted vendor to remove and sell the Excess Property. The Property Steward is responsible for removing all tags identifying Excess Property items as property of Alamo Colleges. Items with serial numbers and/or Fixed Asset Tags are to have the tag and/or serial numbers listed on the PTF. The Property Steward is to contact the Information Technology Department to remove data and software applications from electronic equipment prior to removal for sale. It is important that the originating department obtains a signature from the Excess Property sales contractor for all of the equipment picked up and that the list of items picked up matches the PTF. The originating department is responsible for submission of a fully executed PTF to the Purchasing and Contract

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4. Recycle or Destroy Expended Property:

The Purchasing and Contract Administration Department may grant approval to destroy or otherwise dispose of Expended Property (“disposal”). To coordinate the recycling or destruction, the Property Steward sends a completed PTF to the Purchasing and Contract Administration Department where it is assessed and processed for disposal. The Property Steward is responsible for removing all tags identifying Expended Property items as property of Alamo Colleges. Items with serial numbers and/or Fixed Asset Tags are to have the tag and/or serial numbers listed on the PTF. The Property Steward is to contact the Information Technology Department to remove data and software applications from electronic equipment prior to recycling or disposal. Once the Purchasing and Contract Administration Department has approved items for destruction or recycling, a coordinated effort with the Facilities Operations and Construction Management Department or others will be made to appropriately destroy or recycle the Expended Property. The originating department is responsible for submission of a fully executed PTF to the Purchasing and Contract Administration Department at dst-transfersurplus@alamo.edu. The Purchasing and Contract Administration Department will forward the completed PTF to Inventory Control.

5. Specialized Means of Disposition:

Surplus Property may be disposed of by other methods on an individual-case basis as determined by the Purchasing and Contract Administration Department. Ownership of Expended Property may be transferred to other Texas governmental units or charitable non-profit Texas corporations for no additional consideration other than relieving Alamo Colleges of the costs of disposal without being considered a donation under applicable Policies & Procedures.

Reporting Surplus Property Disposition

Upon confirmation from the department and/or vendor that the above dispositions have taken place, the Purchasing and Contract Administration Department will report the Surplus Property disposition information to the applicable Property Steward and the Inventory Control Department. The Inventory Control Department updates the inventory system as required and emails the Property Steward confirmation when the inventory records are updated.

Other Requirements

All tagged (inventoried) and untagged items must be properly identified for disposition on the PTF to ensure accountability and inventory adjustment.

Library books must be listed individually and unit cost must be identified on the PTF to ensure adjustment for Alamo Colleges’ financial records.

Proceeds from the sale of Surplus Property, after deducting expenses related to the sale, will be directed to the General Fund.

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Removal of Surplus Property for personal use by employees of the Alamo Colleges is prohibited.

The Property Steward is responsible for ensuring the Surplus Property is de-installed, ready for removal and for keeping the Surplus Property secure until it is removed. Any fiscal considerations regarding the disposition, sale or recycling of Surplus Property (*i.e.*, gifts, federal grants, etc.) should be disclosed with the disposition request.

Legal Reference - TACC Policy Reference Manual

CIB (LEGAL) - Equipment and Supplies Management: Disposal of Property

[C.2.7.4](#) (Procedure) Property Management – Inventory Control