

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	CS 008
Procedure Title:	Inventory Management – Surplus and Disposal

1. PURPOSE

- 1.1 The procedure outlines NVC inventory management surplus and disposal processes for tagged and untagged property.
- 1.2 NVC property is subject to all applicable policy and procedures, federal, state, local laws, and regulations.
- 1.3 The surplus and disposal procedure is coordinated by the Resource Management department to provide oversight of surplus and disposal and assessment of repair or inventory redeployment with alternate areas of the College.

2. DEFINITIONS

- 2.1 Technology Surplus: all equipment and parts serviced or managed by Information and Communication Technologies (I&CT).
- 2.2 Furniture, Fixtures, and Equipment Surplus: furniture, fixtures, and equipment not included in technology surplus. Examples include furniture, recreational equipment, and other miscellaneous items.
- 2.3 Wise Track: on-line inventory management system and utilized for inventory management.
- 2.4 Property Transfer Forms (PTF): documentation listing tagged inventory items submitted for surplus disposal and associated approvals. PTF is also used to document transfer of non-tagged inventory.
- 2.5 Property Stewart (PS): departmental personnel assigned the responsibility for department inventory management, including purchase approvals and initial entry into management system.
- 2.6 Property Assistants (PA): departmental personnel assigned the responsibility for ongoing inventory tracking. Property assistants maintain inventory documentations including purchasing, transfers, and location records.
- 2.7 Resource Management Footprint Service Request: request form utilized by departments for inventory surplus and disposal.
- 2.8 Disposal: disposal of obsolete inventory.
- 2.9 Surplus: excess inventory retained for redeployment.

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3. Technology Surplus
 - 3.1 Departments are to return technology equipment that is not needed, not covered under warranty, or being replaced to NVC Information & Communication Technologies (I&CT) department for evaluation.
 - 3.1.1 Department Property Steward or Property Assistant request technology surplus or disposal pick-up via Resource Management FootPrints Service Request.
 - 3.1.2 Department Property Steward or Property Assistant initiate *tagged* inventory transfer in WiseTrack to I&CT. I&CT will accept the transfer following completion of technology pick-up.
 - 3.1.3 Department Property Steward or Property Assistant initiate *untagged* inventory transfer through a Property Transfer Form (PTF). Attach the PTF to the Resource Management FootPrints Service Request (surplus).
 - 3.2 I&CT will evaluate inventory to determine whether the inventory should be disposed or retained for redeployment.
 - 3.3 I&CT is responsible for reimaging the inventory for redeployment and removing hard-drive before sending for disposal.
4. Furniture, Fixture & Miscellaneous Equipment Surplus
 - 4.1 Departments are to return furniture, fixture, and miscellaneous equipment that is not needed, not covered under warranty, or being replaced to NVC Resource Management department for evaluation.
 - 4.1.1 Department Property Steward or Property Assistant request furniture, fixture, and miscellaneous equipment surplus or disposal pick-up via Resource Management FootPrints Service Request.
 - 4.1.2 Department Property Steward or Property Assistant initiate *tagged* inventory transfer in WiseTrack to Resource Management. Resource Management will accept the transfer following completion of pick-up.
 - 4.1.3 Department Property Steward or Property Assistant initiate *untagged* inventory transfer through a Property Transfer Form (PTF). Attach the PTF to the Resource Management FootPrints Service Request (surplus).
 - 4.2 Director of College Service will evaluate furniture, fixture, and miscellaneous equipment to determine whether it should be disposed, repaired, or retained for redeployment.

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5. Disposal

5.1 Inventory disposal is coordinated by Resource Management.

5.1.1 *Tagged* furniture, fixture, and technology equipment inventory data is downloaded from WiseTrack and included with the PTF.

5.1.2 *Untagged* furniture, fixture, and technology equipment inventory data is manually compiled in a PTF.

5.1.3 Furniture, fixture, and technology equipment disposal is finalized after required approvals and movement of items to disposal containers at NVC is completed.

5.2 Technology disposal is picked-up by a third-party vendor that is coordinated by Resource Management and ACCD Purchasing.

Contact for Interpretation: *Director of College Services*

Relevant Board Policy:	Procedure C.2.7.3 Disposal of Alamo Colleges District Property
Relevant SACSCOC Documents:	<i>Principles of Accreditation</i> Standard 13.7 <i>Physical Resources</i>
Originating Unit:	College Services
Maintenance Unit:	College Services
Implementation Date:	June 8, 2021
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