

Policy 4.18

Disposition of College-Owned Surplus Property

Purpose

To outline a policy for disposal of College-owned property declared as surplus property, documentation of the disposition, and utilization of funds received.

Definitions

Business Property – includes all College assets and inventory such as equipment, computers, desks, office equipment, and vehicles. This does not include items such as office supplies, disposable items such as coffee filters, consumable supplies such as medical tape, etc.

Real Property – includes all land and buildings owned by the College.

Surplus Property – includes obsolete property that is damaged, worn out or no longer needed by the College.

Scope

This policy applies to all Kansas City Kansas Community College locations and all business units.

Policy Statement

This policy identifies the roles and responsibilities for managing the disposition, and reasonable efforts shall be made to redistribute the property for reuse across the college.

Disposition of Business Property

Any business unit within the College community may report business property that is no longer needed to the Chief Financial Officer (CFO) or their designee. The CFO will work with Facility Services to offer usable items first to other business units within the College for reuse or repurposing. If no College use is identified, the CFO or their designee will declare the item as surplus. Items declared as surplus are subject to disposition. Disposition of surplus items is managed by the Finance Department.

Information technology items shall be repurposed or disposed of by the Information Services Department, in coordination with the Finance Department.

Disposition of Real Property

Through adoption of this policy, the Board of Trustees has delegated the authority to dispose of real property to the President of the College. The President will identify real property no longer needed by the College and coordinate proper disposition with the CFO.

Exclusions

This policy does not govern disposal of intangible property such as copyrights, trademarks, or intellectual property.

Disposal Methods

The following methods are authorized for the disposition of surplus property to be determined by the CFO or their designee:

1. Trade-in,
2. Advertised fixed price,
3. Advertised negotiated price,
4. Advertised sealed bid,
5. Advertised public auction,
6. Donation to not-for-profit organizations, or individuals and entities eligible to participate in the Federal Surplus Property Program, or
7. Recycle or trash if not recyclable as determined by Facility Services.

In determining the disposal method, the CFO, or their designee shall use the best effort to maximize the value and benefit to the College considering all circumstances, including anticipated proceeds and costs associated with each disposal method. Open and free competition shall be maximized when possible. Disposing of items in the trash shall be the method of last resort.

All dispositions shall be done in accordance with local, state, and federal laws.

Proceeds

All proceeds from the disposal of surplus property shall be deposited in the College's general fund, unless specifically authorized by the President.

Disposal of grant-funded items may require repayment and/or reporting to the granting entity. Repayment and reporting requirements are determined by the Finance Department, in coordination with the Grants Director. Compliance in the disposal of grant-funded property will align with all grant requirements.

Board Approved: 01/16/2024