

**Cosumnes River College
Standard Operating Procedure**

SOP TOPIC: Surplus Equipment (including furniture, excluding computers)

Date: 4/15/14

Purpose: Identify procedure for disposing of non-computer equipment, furniture and other physical assets that are no longer needed by a particular division. Refer to specific SOP for computer recycling. District/College assets must be disposed of using one of the procedures identified below. Assets may not be dumped in the trash, given away, sold or donated, regardless of their value, except as indicated below. All physical assets with original values of \$1,000 or more are tracked by location so movement from one location to another must be documented on an Equipment Transfer Form.

- Transfer to another CRC department
 - Transfer to another LRCCD location
 - Declare as Surplus
 - Store in warehouse (if foreseeable for future use) – Surplus Form kept in Custodial Svcs Dept.
 - Donate to another educational institution (board approval required)
 - Formal sale through LRCCD purchasing (if significant market value)
 - Pickup by surplus vendor (little or no foreseeable value or future use)
1. Equipment, even if broken, can not be put in the trash; it is required by law to be disposed of in a specific manner
 2. If equipment is broken or no longer needed, the department manager should complete a “Declaration of Surplus Equipment” form and send to the VPA’s office (do not remove any copies even though the forms say to take the yellow copy – when the supply of forms are reprinted this will be corrected).
 3. Ensure all boxes are completed fully. If there is no serial number or asset tax number, you must write “none” in the box. Blank boxes are not acceptable.
 4. Forms must initially be sent to Director of Administrative Services (DAS) for review to determine if the assets can be used elsewhere on campus.
 5. If it is deemed useful to another department, the DAS will complete an “equipment transfer form” and have the equipment moved to the new department.
 6. If the equipment cannot be used elsewhere on campus, the DAS will initial the form on the VPA line and forward to the VPA for signature.
 7. Once the form has the VPA signature (and not before), the Custodial Supervisor will direct his staff to move the equipment to surplus holding.
 8. Once the custodial department has moved the equipment, the Custodial Supervisor will sign and date the surplus form on the “warehouse” line indicating the equipment was moved and then forward all 3 copies back to the DAS.
 9. DAS will forward the White and Pink copy to General Services and keep the yellow copy in a master file for the college.

Donating Surplus Equipment

1. If equipment cannot be used within the District, it may be donated with priority to public educational institutions.
2. Send an “Agreement to Donate Equipment” form with recipient’s information and the itemized assets to the recipient for signature.
3. Send the completed form through the District’s Agreement approval process for signature by the District authorized signer.

Special Note:

If items are to be cannibalized for parts, the same process is used with the following alterations. On the surplus form, it should be written “item cannibalized for parts” and list the actual physical asset that is sent away for surplus (i.e. main frame of a microscope, etc.)