

# Surplus Property - AR3405

January 2000

Revised July 27, 2009

The Director of Purchasing shall be authorized to sell, donate, or dispose of obsolete equipment and materials in accordance with state law, and shall conform to the following procedures:

1. The District shall conduct an open house for District staff to view surplus items for use in the classroom or office.
2. The remaining surplus items, valued at less than \$5,000, will be offered first as a donation to public schools and qualified non-profit, charitable organizations preferably located within the Rancho Santiago Community College District service area. Notice will be mailed or sent via the internet to inform public schools and qualified, non-profit, charitable organizations of such activity. Prior to releasing surplus property, Board action must take place.
3. Prior to any donation, sale, or disposal, Board approval is required.
4. The remaining surplus items are tagged to be sold by a private auction firm. If items are not feasible for sale, the surplus property will be disposed of in the local public dump.
5. Legal notice shall be published at least once a week for a period of not less than two weeks in a newspaper published within the District's service area.
6. Public auction is held.
7. All moveable equipment that has been donated, sold, or disposed of shall be recorded in the District's inventory system.

Such disposal must be coordinated with the Chancellor, Vice Chancellors, and/or Presidents responsible for District sites, to make sure there is no district need for the items, and coordinated with the Director of Purchasing, if a sale of the merchandise is necessary.

Surplus books and other instructional materials shall be donated to either of the institutions described above, or to children or adults, or an organization who will use them for the purpose of increasing the general literacy rate of the people in California or any foreign country.

All proceeds from any sales will be obtained in the form of a check or money order made payable to the Rancho Santiago Community College District. The funds received should be immediately remitted to the Assistant Vice Chancellor of Fiscal Services or Vice Chancellor of Fiscal Affairs and Business Operations for deposit into District revenue accounts. The method of disposition and amount of any proceeds will be available in the Purchasing Department.

**Legal Reference:** Education Code 60500, 60510, 60521, and 81450 - 81455

**Responsible Manager:** Director of Purchasing Services