

TITLE: SURPLUS PROPERTY DISPOSITION

A listing of property of the college which has been determined to be surplus shall be turned in to the Business Office by the responsible Dean, Department Head, etc.

The listing shall contain the following information:

1. Description of property
2. College tag number
3. Recommendation for disposition
4. Estimated value
5. Signature of responsible Dean, Department Head, etc.

The Business Office will circulate the listing to all departments to determine if the property can be utilized within the college. If it is determined that the property cannot be utilized by any department, a listing will be submitted to the Board of Trustees periodically with recommendations for disposition.

Date of Adoption: 11/27/84

Revised: 2/26/92, 6/29/99, 8/28/12