

## DISPOSAL OF SURPLUS, USED OR OBSOLETE FURNITURE AND EQUIPMENT

### I. Policy Section

11.0 Business Functions

### II. Policy Subsection

11.7

### III. Date of most recent changes

February 14, 2006

### IV. Policy Statement

The President of GRCC authorizes the Executive VP for Business and Financial Services, Director of Purchasing or their designee to dispose of any surplus, used or obsolete furniture and equipment. Acceptable means of disposal include sale, donation, exchange or disposal of furniture or equipment. Disposal will not occur with items of any significant value without being offered for public sale a minimum of two times.

### V. Reason for Policy

To give clear direction to all College staff on the sale process or disposal process of furniture and equipment.

### VI. Entities Affected by This Policy

Non-profit organizations or individuals who might be recipients of furniture or equipment.

### VII. Who Should Read This Policy

All College Staff

### VIII. Related Documents

Hold Harmless Agreement (small)

Hold Harmless Agreement (large)

### IX. Contacts

Director of Purchasing, Executive VP for Business and Financial Services

## X. Definitions

Surplus and/or obsolete items are defined as equipment, furniture, supplies, etc. that no longer meet minimum College standards or which have no known use in the classroom, office, workshops, or operation of the College within the next 12-24 month period. Example – furniture, microscopes, computers, etc., items that don't meet minimum standards for reasonable operations within the College.

## XI. Procedures

### A. General

Any employee wishing to dispose of College equipment or furniture must do so through the Director of Purchasing. The Director of Purchasing is responsible for coordination of the sale.

Consultation should occur between the work unit leader and the Director of Purchasing to determine final disposition and should include:

1. General condition of the item, value
2. Cost of repair or refinishing
3. Potential or confirmed need elsewhere on campus
4. Obsolescence
5. Potential liability exposure for the College if sold or donated (Hold harmless agreements will be obtained from buyers or recipients of College goods when the goods are determined to present some level of exposure).

All surplus/obsolete material will be properly identified as to description, make, manufacture, size, type, part number, serial number, inventory tag number and location. (Sale or donation of items valued at \$5,000 or greater at time of purchase must be reported to Financial Services (Controller) for fixed asset reporting purposes).

When estimated value exceeds \$10,000 for the proposed sale item, bids will be solicited through public sale advertisement. Items of lesser value may be advertised for public sale at the discretion of the Director of Purchasing. The Board of Trustees authorizes the Director of Purchasing to advertise with the appropriate media at his/her discretion, including, but not limited to, local newspapers, trade journals, eBay (and other electronic media), brokers, etc. After a review of bids by the Purchasing Department, sale will be awarded to the highest qualified domestic bidder. Grand Rapids Community College reserves the right to reject any or all bids as deemed necessary in the best interest of the College.

### B. Annual Public Sale

On at least an annual basis, Grand Rapids Community College will hold a public sale open to the general public. The sale will be advertised twice consecutively

before occurring, in local media, at the discretion of the Director of Purchasing. All items are sold on a first come, first served basis. Some items may be donated to public or non-profit institutions at the discretion of the Director of Purchasing. Items determined to have little or no value may be offered free at the discretion of the Director of Purchasing.

The Facilities Department is responsible for logistics, set up and providing the appropriate labor for the sale. LRTS is responsible for removing all licensed software programs from PCs before sale/disposal.

Purchasing/Financial Services is responsible for the cash operation of the sale. Item pricing will be determined by the Director of Purchasing in conjunction with the Director of Facilities or his/her designee and the appropriate Department Heads. The Director of Purchasing shall determine pricing reductions when required at his/her discretion. The Director of Purchasing may post pricing discounts at his/her discretion.

Grand Rapids Community College does not guarantee the condition and function of any items sold – items are sold “as is”. Individuals take possession of items by physically transporting them to the checkout for payment. For oversized objects, individuals take possession by pulling the price tag and then proceeding to the checkout for payment. No one else can purchase that item unless the price tag is placed back on the item.

- Tag with price claims merchandise.
- No holds or layaways.
- All sales are final and “as is”.
- No refunds.
- Items not removed by closing the day of the sale are subject to being resold.
- Presentation of a written receipt is required for the removal of any and all items.
- Checks returned for Non-Sufficient Funds (NSF) will result in the loss of check writing privileges.

**Any exceptions to any portion of this policy require the approval of the Director of Purchasing.**

## XII. Forms

N/A