

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-3850
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DISPOSAL OF SURPLUS PERSONAL PROPERTY

The following procedures shall apply with respect to the disposal of personal property belonging to the District.

Sale of District Property

1. A finding must be made by the instructor and head of department that the equipment should be replaced or is no longer useful or needed. This finding must be transmitted to the Vice President-Business along with complete details on the equipment, including approximate age, condition, serial number, etc.
2. The Business Office will verify condition, current "as is" value and cost to repair. Other college departments will be notified of availability of the equipment.
3. If no department can justify need of the equipment, a recommendation to the Board of Trustees will then be made by the Business Office for its disposal:
 - a. A finding by the Board of Trustees must be made as to the approximate value of the equipment. If it is worth less than \$500 the Board of Trustees may instruct the Vice President-Business Services to dispose of the property to the best interest of the District.
 - b. If the finding is that the value is more than \$500 then the property **MUST** be advertised for sale either through a legal ad in a newspaper or by posting a notice in three public places for two weeks. Sealed bids will then be taken by the Business Office from interested parties.

During this procedure, no college employee is authorized to make any commitment regarding sale of said employment to anyone.

At the following board meeting, the Board of Trustees will receive the bids and approve the sale to the highest bidder. Delivery of the property may be made to the highest bidder upon receipt of cash or certified, funds, including 6% sales tax on the bid price. Payment will be made to the cashier in the Business Office.

Adopted(Unknown)