

SOUTHWESTERN ILLINOIS COLLEGE BOARD POLICY MANUAL POLICY STATEMENT	POLICY ISSUE	Disposal of College Property
	POLICY CODE	6008 (Page 1 of 2)
	DATE ADOPTED	October 1991
	DATE REVIEWED	November 2010
	DATE AMENDED	DECEMBER 2010

The Board of Trustees recognizes that College property such as equipment and/or other property may become obsolete, damaged or no longer of use to the College. Such property may be categorized as “surplus property”.

A. General Policy

The purpose of this policy is to insure the protection of College assets and to provide direction to the College community when considering disposal of College property.

All property and equipment (fixed assets or otherwise) purchased with College funds (including restricted and unrestricted College funds, contracts and grants), received as endowments or gifts to the College, or acquired for College use through other means, are assets of Southwestern Illinois College, and remain College assets at all times until asset disposal.

College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the appropriate department head and the Director of Auxiliary Services, acting on behalf of the Vice President for Administrative Services.

Property and equipment utilized by the College and provided by restricted grants or contracts must be disposed of in accordance with the terms of those agreements.

All College property will be assessed regarding the best environmentally sustainable and most economically feasible method for disposal.

For college property with an acquisition value of \$5,000.00 or more, the Board of Trustees shall approve the method of disposal.

For College property with an acquisition value of less than \$5,000, the Board of Trustees delegates to the Vice President for Administrative Services the responsibility and the authority to determine the most appropriate means of disposal.

Special arrangements will be made for the disposal of hazardous substances, computers, monitors and technology equipment.

The Administrative Procedure describes the process that individuals must follow to dispose of any College property.

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B. Property Disposition

Surplus property is property that is no longer in use or for which there is no further plan for use. It includes all tangible assets such as equipment, materials, supplies and furniture.

Responsibility rests with department heads to determine the use and condition of property in their department.

Recycling of surplus property within the College community and district is encouraged. Every effort should be made to reassign or reuse property determined to be surplus within the College community. Recycling limits liability and costs associated with disposal and may provide continued use of the property within the College, the District, or the State.

Accordingly, College property may be disposed of through one of the following methods:

1. Inter-departmental transfer;
2. Donation to public schools in the district;
3. Sale by Auction or by Sealed Bids, (depending on the property value);
4. Scrap, (recycling metals and other recyclable materials as much as possible);
5. Trade, (is not recommended), but may be considered on a case by case basis, depending on the nature of equipment, assessed value and institutional liability.

C. Special Disposal and Record Keeping

College property that contains hazardous substances will be disposed of following guidelines for such disposal as determined by the Environmental Protection Agency (EPA), or other best practice for environmental stewardship.

The disposal of materials containing hazardous substances shall be documented and the records shall be retained by the responsible Department.