

Clatsop Community College

Code: 3.485
Adopted: 05/22/2003
Revised: 3/11/2008

Surplus Property Policy

Surplus property, defined as property which is obsolete, damaged, unusable or in excess of need, will be disposed of in the manner deemed to be in the best interest of the College. Any individual piece of property with an expected sale value greater than \$5,000 requires Board approval prior to disposal. Assets acquired with grant funds or through the federal surplus program will be disposed of in a manner consistent with grant and federal surplus requirements. If the grant and federal surplus requirements have expired, the College's regular procedure will be followed.

Property for purposes of this policy includes all tangible property regardless of acquisition price with the exception of real property (see separate policy for disposal of real property). Property may be those items that currently require an inventory control tag or supplies and materials that do not require a tag. Examples of supplies and materials that do not require a tag but might be considered surplus property include, but are not limited to, boxes of unused office supplies, adding machines, staplers, file folders, etc.

The President of the College will establish procedures to dispose of surplus property

END OF POLICY

Legal Reference:

ORS 341.290 (5)

See Also:

3.485P, Surplus Property Procedure