

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5100**

SUBJECT: Disposition and Sale of Surplus / Excess Property

REFERENCE: West Virginia Council for Community and Technical College Education, Procedural Rule, Title 135, Series 30, *Purchasing*

ORIGINATION: February 2005

EFFECTIVE: November 30, 2017

REVIEWED: October 14, 2022

SECTION 1. PURPOSE

1.1 To establish a policy for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all departments and employees of the institution.

SECTION 3. DEFINITIONS

3.1 Property is defined as any materials, supplies, and equipment for which the College holds ownership title. Property acquired by the College is generally titled to the College except where a funding entity has demonstrated in writing their intent to retain or transfer title.

SECTION 4. POLICY

4.1 All assets submitted to Business Services as surplus property will be screened to ensure that maximum utilization with the College has been met prior to the asset's disposal. Assets that are determined to have no utilization value will be disposed of as soon as possible.

4.2 Business Services will maintain an inventory of all items in surplus property. The inventory will include:

- Asset Tag Number
- Asset Type
- Date of Purchase
- Purchase Price
- Original Useful Life
- Funding Source
- Purchasing Source Document
- Accurate Description of the Item
- Serial number, model number, or another identifier (as applicable)

- Date submitted to surplus property
- Date of disposal and disposal method
- Cost recovery amount through sale

4.3 Assets that are determined to still have value will be maintained at each campus location for a minimum period of three (3) weeks for review and redistribution with the college community. If these items are not redistributed within this time frame, disposition action will be taken. A list of items in surplus property shall be maintained and published to inform of the availability of surplus assets.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 This policy is based on provisions of Procedural Rule, Title 135, Series 30, *Purchasing*, of the West Virginia Council for Community and Technical College Education. This policy may not apply to property originally acquired by a funding entity other than the College which has restricted the disposition of the property.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 Sale of all surplus/excess property must meet the following requirements:

7.1.1 Ownership of property must vest with Southern West Virginia Community and Technical College except where a funding entity has demonstrated in writing their intent to retain or transfer title.

7.1.2 Written notification of surplus/excess property must be given by the owning department to the Director of Campus Operations.

7.2 Sale will be accomplished in one of the following methods:

7.2.1 Southern West Virginia Community and Technical College may dispose of surplus or obsolete materials, supplies, and equipment by transfer to other governmental agencies or institution, by exchange or trade, or by sale as junk or otherwise.

7.2.2 Auction Sale

7.2.3 Sealed Bid Sale

7.3 Sale of surplus/excess property and frequency thereof will be determined based upon one of three above options. Proceeds from the sale of assets funded from special revenues or auxiliary revenues will be returned to the department less administrative cost. Proceeds from the sale of assets funded by other sources of revenue will be deposited into the College's miscellaneous account.

7.4 Southern West Virginia Community and Technical College reserves the right to dispose of surplus or obsolete materials, supplies, and equipment through the surplus property unit of the purchasing Division of the West Virginia Department of Administration with all of the rules and regulations of the Department of Administration being followed.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: November 2012 – The policy was reviewed with no recommended revisions, and was reformatted into the current Southern College Policy (SCP) format.

June 2017 – This policy was reviewed with no recommended revisions.

October 2022 – Revisions to the policy were to add section on maintaining and inventorying surplus property.