

## SURPLUS PROCEDURES

All items that are considered surplus, and which cannot be repurposed elsewhere in the Campus District, must be submitted for proper disposal. No employee shall donate an item to any other organization on behalf of AWC regardless of reason or goodwill effort. Only the College President or Vice President of Financial Services may authorize donations, and all donations must be processed through the Purchasing Department. Any employee identifying an item as surplus must adhere to the following procedures.

- 1) The initiating employee will forward the completed AWC Transfer/Disposal Form to the Purchasing Department. All forms must have a Division Chair or Director's signature. If it is a Division Chair initiating the transfer/disposal, they need to have the appropriate Director also sign.
- 2) Any item purchased with Federal Grant funds has special handling procedures for disposal. Please inform Purchasing in advance of disposal of any asset with Federal Grant funding involved.
- 3) Items which are not fixed assets ***still need surplus disposal forms*** when turning the item in to purchasing. The form must be signed by the appropriate parties to be accepted. The forms are used when organizing the items for the Public Surplus Auction.
- 4) Once a surplus form has been fully executed, a copy will be returned to the initiator via e-mail and Facilities will be copied. If the initiator needs the items picked up and moved to surplus, they must complete a Facilities Work Order request online. Facilities will not pick items up without a properly processed surplus/disposal form having been sent by Purchasing. Initiator may also plan to drop off the item(s) themselves during normal Facilities operating days/hours, but must notify Purchasing first.
- 5) When the asset is removed legally from the possession of AWC, the Director of Purchasing will update the status of the asset, when applicable, via Colleague and then forward the disposal document to the Director of Financial Services.
- 6) Surplus items are ***not*** to be brought over and dropped off in front of the surplus area gate.