



Arizona Western College Surplus Procedures

At Arizona Western College, we are committed to maintaining a responsible and transparent process for handling surplus items. Proper management ensures compliance with institutional policies, fosters accountability, and aligns with our mission of stewardship. To streamline this process, all surplus items must follow the outlined procedures below.

Important: Employees are not permitted to donate surplus items to any organization on behalf of AWC, regardless of intent. Donations must be approved by the College President or the Vice President of Financial Services and processed through the Purchasing Department.

Steps for Managing Surplus Items

Submission of the Transfer/Disposal Form

- Complete the AWC Transfer/Disposal Form for all surplus items, whether fixed or non-fixed assets.
- Attach photos of each surplus item for accurate identification.
- Ensure all fields on the form are completed to facilitate proper processing for the Public Surplus Auction.
- Obtain required signatures:
 - If initiated by an employee, the form must be signed by the Division Chair or Director.
 - If initiated by a Division Chair, the form must also include the signature of the appropriate Director for validation.
- Submit the completed and signed form, along with item photos, to the Purchasing Department.

Special Handling of Federal Grant-Purchased Items

- Any surplus item purchased with Federal Grant funds requires adherence to specific disposal procedures. Notify the Purchasing Department in advance for proper guidance.

Processing Surplus Forms and Transferring Items

- Once the form is processed, a copy will be sent to the initiator, with Facilities copied on the communication.
- If items need to be picked up and moved to surplus storage, Purchasing will initiate a Facilities Work Order request. Facilities will not accept items without a properly processed form from the Purchasing Department.
- Alternatively, items can be dropped off during regular Facilities hours, but advance notification to the Purchasing Department is required.

Status Updates for Surplus Items

- Once an item has been legally removed from AWC's inventory, the Director of Purchasing will update its status in the Colleague system (if applicable) and send documentation to the Finance Office.

Prohibited Actions

- Surplus items must not be left at the surplus area gate or any other unauthorized location without prior approval.

Need Assistance?

For questions or clarification regarding surplus procedures, please contact the Purchasing Department at **928-314-9518** or email Purchasing@azwestern.edu.

PROCESS FLOW- SURPLUS EQUIPMENT

