

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> EQUIPMENT & FURNISHINGS, REQUEST FOR DISPOSAL	<b>Page:</b> 10.02.01
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General

Before any college property may be discarded, appropriate approval must be obtained and certain administrative and accounting procedures must be satisfied.

College property that is functionless or obsolete and cannot be economically repaired, rebuilt or remanufactured may be discarded provided a Request for Disposal of College Property Form has been submitted and appropriate approval obtained.

Authority

Supervisor of Receiving & Distribution  
Budget and Compliance Manager  
Director of Accounting  
Vice President for Business and Finance  
Assistant Vice President for Business and Finance

Procedure

1. In making the decision to discard an item of college-owned property, a Request for Disposal of College Property (RFD) Form (Attachment A) must be completed by the disposing department. This document administratively transfers control of the property from the disposing department to Receiving & Distribution, which has final disposition.

The RFD Form must be typed. This document must be legible on both copies because it is a two-part form that is used by Receiving & Distribution and Accounting.

Specific sections that shall be completed are listed below:

- a. This form is designed for the disposal of up to eight items with CCM tag numbers. In the case where there is more than one of the same item with no CCM tag number, list those items on one line. For example: under Description, type "10 blue chairs."
- b. The year the equipment was acquired by the college must be specified. If the date acquired is within the last two years, you must note in comments why you are disposing of this equipment. For example: "Equipment was donated." If the item does not have a CCM tag number, please include the year item was acquired by your department.
- c. The condition of the item must be specified. For example: bad drive, leg is broken, number 7 key sticks, etc. This information is necessary for determining whether an item is transferable to another department or is to be disposed or recycled.

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- d. The recommended form of disposal should be specified. For example: Dispose, Recycle, etc.
  - e. Both questions on the RFD Form regarding (1) utility disconnects and (2) item(s) grant funded must be answered. If the answer to (2) is “yes,” you must specify the grant name and notify the Director of Institutional Grants for verification that the item(s) can be disposed.
  - f. The “Comments:” line on the RFD Form is provided for any additional information and/or a statement that the disposing department has deleted all personal software programs and passwords. Additionally, it is the responsibility of the disposing department to remove any hazardous material, i.e., toner, laboratory chemicals, etc. from the items to be disposed. This shall be done prior to pick-up and removal by college Receiving & Distribution personnel.
2. **DEPARTMENT APPROVALS:** The RFD Form is to be approved by the appropriate Dean/ Director and Divisional Vice President or Executive Director, then the two copies must be forwarded to the Vice President for Business and Finance for final approval.
  3. **BUDGET AND COMPLIANCE APPROVAL:** After the Vice President for Business and Finance approves the request, the RFD Form is forwarded to the Budget and Compliance Manager. The Manager will review the form, approve the transfer and forward the form to the Receiving & Distribution Department to be processed. The Receiving & Distribution Department assigns an RFD Number (RFD #) and arranges for the property to be physically transferred by Receiving personnel from the disposing department’s location.
  4. The Receiving & Distribution Department distributes the copies as follows:
    - a. The canary copy is returned to the disposing department, notifying them that the work order has been processed. This copy is retained by the disposing department.
  5. The paperwork, with a signature from the disposing department, is returned to the Receiving & Distribution department after the items have been removed, sent for destruction or recycling.
  6. When the Receiving & Distribution Department receives the completed paperwork after the transfer, the copies will be distributed as follows:
    - a. A copy of the Disposal Form will be maintained in a Surplus binder in the Receiving & Distribution Department.
    - b. The white copy is forwarded to Accounting to the Inventory Control Clerk who transfers possession of the disposed property to the Receiving & Distribution Department utilizing the 0010 surplus account code.

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7. If an item to be surplused can be used by another department, the disposing department will fill out a Plant and Maintenance Work Order - Equipment Transfer Request Form. This procedure is promulgated in Procedure 03.04, et. al.
8. A final Summary Report is prepared by Purchasing for submission to the Vice President for Business and Finance for approval and signature. A copy is then forwarded to the Accounting Assistant, Accounting Department, who removes the disposed items from the Ellucian Fixed Assets Inventory.

**COUNTY COLLEGE OF MORRIS**  
**REQUEST FOR DISPOSAL OF COLLEGE PROPERTY**

<b>For Purchasing Dept. Use ONLY</b>
<b>RFD#</b> _____

Requested By: \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_ Ext. # \_\_\_\_\_

Department # \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_ Location of Items \_\_\_\_\_

1. Are there utility disconnections that have to be made?  Yes  No
2. Were any of these item/s grant funded?  Yes  No If yes, specify grant
3. **If computer related, RFD needs Director of IS approval.**

Director of IS Signature \_\_\_\_\_

	CCM Tag# or ID#*	Description (Be Specific: Mfg Name & Model #, Color, etc)	Year Acquired	Condition**	Recommended Form of Disposal /Current Value
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					
<b>F</b>					
<b>G</b>					

\* One CCM tag# per line item description. If CCM tag is not available and item is on your inventory, please type the ID #.

Comments: \_\_\_\_\_

\_\_\_\_\_

<b>DEPARTMENT APPROVALS:</b>					
_____		_____		_____	
Dean/Director	Date	V.P./Exec. Director	Date	V.P. Finance	Date
Approval to proceed with Transfer:		_____			
		Budget & Compliance Manager			Date

<b>TO BE COMPLETED BY RECEIVING &amp; DISTRIBUTION:</b>	<b>FOR ACCOUNTING USE ONLY</b>	
Transfer Authorized by:	Final Disposition	
_____	CCM Tag#	
Department Signature _____ Date _____	<input type="checkbox"/> Transfer to Surplus: Dept. #0010 <input type="checkbox"/> Transfer to Dept. # <input type="checkbox"/> Deleted from inventory	
Transfer Completed by:	Authorized by _____ Date _____	
_____		
Receiving & Distribution _____ Date _____		

White - Accounting

Canary - Originator

Pink - Business Services