

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

Disposal of college-owned surplus property is overseen by the Vice President for Business and Finance and the Budget and Compliance Manager. The administration of the disposable property must satisfy the provisions of the County College Contracts Law.

Equipment and furnishings determined to have no useful value to the college, either from deterioration or obsolescence, and having an aggregate estimated fair market value less than the amount promulgated in 18A:64A-25.27 of the County College Contracts Law, may be made available for private sale without advertising for bids. Property with a fair market value exceeding this amount shall be disposed of in accordance with Section 18A:64A-25.27. Final determination of all sales are subject to review by the Vice President for Business and Finance in conjunction with the Budget and Compliance Manager.

Authority

Statute 18A:64A-25.27, County College Contracts Law
Board of Trustees Policy 4.5004.1 – Sale of College Surplus Personal Property

Responsibility

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

Procedure

The procedure for initiating a request for the disposal of surplus property is promulgated in Procedure 10.02, et. al. The procedure for the disposal of surplus property is administered by the Vice President for Business and Finance and the Budget and Compliance Manager.

1. The Budget and Compliance Manager and Supervisor of Receiving and Distribution will periodically examine surplus property which has accumulated in the Warehouse. The Budget and Compliance Manager will establish a “fair market value” for each item of property.
2. The Budget and Compliance Manager forwards the recommendation(s) for disposal to the Vice President for Business and Finance. Recommended forms of disposal include: surplus sale; transfer to another department; donation to a non-profit, political subdivision, i.e., local public schools or other community colleges, etc.; or immediate disposal as scrap. Items for disposal having an estimated fair market value in excess of the threshold amount promulgated in the County College Contracts Law shall be sold at public sale to the highest bidder.

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Note: It is the responsibility of the disposing department to remove any hazardous material prior to disposal, i.e., toner, laboratory chemicals, etc. Additionally, all software programs, passwords, personal files, and locks shall be removed by the disposing department prior to pick up for disposal.

3. Once the Budget and Compliance Manager and the Receiving & Distribution Assistant determines that the volume of surplus items warrants a sale, the Plant and Maintenance Department is notified and a temporary hold is placed on all outstanding Work Orders calling for the transfer of property to the Warehouse.
4. The Budget and Business Services Department is responsible for the conduction of the sale and following the sale submitting the completed forms to the proper departments. This process includes the following:
 - a. Tagging each saleable item with an identification number, determining the fair market value and, as in the case of vehicles, establishing the manner in which to receive sealed bids.
 - b. After all transfers have been completed, a final list is compiled to be used for the public sale.
 - c. Advertising in the local newspaper in the Classified Ads section for three days prior to the actual date of sale. The ad describes the general categories for sale, states the conditions for sale as “cash & carry” or auction, the date and time of sale, and a point of contact at the college and appropriate telephone number.
 - d. Conducting the sale, arranging for security and extra help and providing assistance to buyers as needed in removing all items from the Warehouse following the sale.
 - e. Notifying the Plant and Maintenance Department of the results of the sale so it can determine the method of disposal for the items remaining from the public sale.
 - f. Submitting the Uniform Cash Transmittal Form to the Accounting Department by the Supervisor of Receiving & Distribution following the completion of the surplus sale. This procedure is promulgated in Procedure 03.12, et. al.
 - g. The sale of a college-owned vehicle is accomplished by Public Auction in conjunction with the surplus sale. The highest bidder may pay by cash or certified check when the vehicle is ready to be picked up. When the Budget & Compliance Manager has been notified and the Vice President for Business and Finance, or his/her designee, has signed off on the title, the Budget and Compliance Manager notifies the new owner and arranges for the vehicle to be removed from college property. The title shall not pass until payment has been made.
5. Following the completion of the surplus sale, the Budget and Compliance Manager submits a Final Disposition Report to the Vice President for Business and Finance for his/her signature that details the total number of items sold and the manner of disposal for the remaining items.