



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Equipment Disposition	CIB - I	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C — Business and Support Services	Equipment and Supplies Management: Disposal of Property	CIB	08/26/2025

DEFINITION

The term, "Equipment," as used in this policy, includes capital equipment and furnishings of \$1,000 or more. "Technology" includes PC's, file servers, data communication equipment and DL/video communication equipment but does not include projector systems, printers, and multi-media equipment. Software, except specialized programs such as Colleague, CS Gold, etc., is considered a consumable and is not covered by this policy. The sections on (1) Declaration and Disposition of Surplus Equipment and (2) Sale of Surplus Equipment also include surplus supplies, especially in instances involving considerable value. Equipment valued at \$5,000 or more becomes a fixed asset and is reported in the college's financial statements.

DISPOSITION OF REPLACED EQUIPMENT

If the equipment is to be replaced, traded in, sold, transferred, or discarded, the budget head will use the Transfer or Disposal form to notify the Director, Purchasing/Auxiliary Services, who will remove the identification tag(s) and release the equipment (1) to the delivering agent upon satisfactory receipt of the new equipment, or (2) as otherwise directed by the Vice President, Finance & Administration.

The Director, Purchasing/Auxiliary Services will report the availability of the equipment to the Vice President, Finance & Administration (to include MCC I.D. number, type of equipment, manufacturer, and serial/model number), who will then instruct the Director of the Physical Plant to dispose of the equipment.

If the equipment to be replaced is to be transferred within the College or stored by the College, the Director of the Physical Plant will arrange movement of the equipment. The Transfer form



must be submitted to the Director, Purchasing/Auxiliary Services to adjust the inventory records by the department requesting the transfer.

DECLARATION AND DISPOSITION OF SURPLUS EQUIPMENT (NOT BEING REPLACED)

Each Vice President or the President will encourage employees in his/her area of responsibility to report to the Director, Purchasing/Auxiliary Services any equipment no longer in use for any reason and not being replaced. At least annually, the Director, Purchasing/Auxiliary Services under the direction of the Vice President, Finance & Administration will request identification of equipment no longer useful to or needed by the office or department in which the equipment is located.

The surplus equipment identified to the Director, Purchasing/Auxiliary Services will be discarded, sold or stored for future disposition, except that regarding equipment assigned to the Physical Plant, the decision as to disposition will be made by the Vice President, Finance & Administration. The actual discarding or sale of any MCC property shall occur under the direction of the Vice President, Finance & Administration.

SALE OF SURPLUS EQUIPMENT

The Vice President, Finance & Administration is responsible for the sale of any and all items (both equipment and supplies) to be sold by the College, excluding items sold by an office or department as a part of their regular responsibility (e.g., Cosmetology).

With approval of the Vice President, Finance & Administration, the College may directly transfer materials or equipment that can be used for instructional purposes to a public school or school district, assistance organization, or state agency at a price or for other consideration or no consideration that the College and the other entity determines appropriate.

Competitive, written bids shall be required on all sales transactions amounting to \$10,000 or more. On sales amounting to less than \$10,000, bids shall be taken at the discretion of the Vice President, Finance & Administration.

The Vice President, Finance & Administration has authority to approve sales amounting to less than \$15,000. Sales of \$15,000 - \$24,999 must be approved by the President. Board of Trustees' approval is required on sales of \$25,000 or more.