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**Policy Title: STORAGE AND DISPOSAL OF SURPLUS COLLEGE PROPERTY**

Storage and disposal of Mid-State Technical College personal property (equipment, materials, and supplies, including scrap and waste) no longer needed by the College shall be handled in accordance with College procedures and in a manner consistent with the state statutes and state board requirements. College procedures are intended to relieve congestion in limited storage space, maximize return to the College while avoiding unnecessary use of college resources, and provide a cost effective method of disposal. At no time shall said disposition result in a monetary benefit, direct or indirect, for a college employee.

- A. The supervisor with authority over the Mid-State personal college property proposed for disposal will be responsible for the following initial steps of the procedure:
  1. Identify equipment for disposal.
  2. Determine the monetary value of the property item.
  3. If the fair market value is less than \$25,000 skip to step A.5.
  4. If item value is \$25,000 or greater:
    - a. Complete Request for Storage, Sale, or Disposal of Surplus Furniture and Equipment form, Mid-State 90065.
    - b. Review completed form Mid-State 90065 with the appropriate Vice President and obtain his/her written approval.
    - c. Forward the completed form Mid-State 90065 to the Director, Facilities & Procurement.
  5. Contact the Director, Facilities & Procurement and jointly determine location for storage of the property until disposal is completed.
- B. The Director, Facilities & Procurement has the following responsibilities:
  1. Receive and review the disposition request from the supervisor.
  2. Verify that there are no restrictions by other agencies on the disposal of the identified property (i.e. grant-funded purchases may require specific disposal method).
  3. A list of items with an estimated value of \$25,000 or greater (each) will be submitted to the Wisconsin Technical College System Office by the Director, Facilities & Procurement for approval to dispose of the property.

C. Establish the disposal method in the following order:

1. Computer or electronics and related equipment:
  - a. Place back in service - Alert Mid-State employees of availability of item to be placed back in service to the College.
  - b. Computer or equipment with internal memory – Recycle through a certified recycler insuring that a certification of destruction is provided.
  - c. Computer or other equipment without internal memory – i.e. keyboards, televisions, microwaves, cords, etc., should be recycled through the most efficient means available, typically the same vendor as computer disposal.
  
2. All other furniture, equipment, and durable goods:
  - a. Place back in service - Alert Mid-State employees of availability of item to be placed back in service to the College.
  - b. Trade-in – Item on purchase of replacement item.
  - c. Auction/Sell - Items available after the above steps will be offered for sale by public auction or through a surplus sales organization.
  - d. Recyclable or disposal - The Director, Facilities & Procurement will coordinate the disposal of the items. Disposal will be by a means other than giving the items to an individual or organization at no cost.

**DISPOSITION OF BOOKS, MATERIALS, SUPPLIES, ETC.**

All items, including complimentary books, materials, supplies, etc., are considered college property when they are provided to employees of the College by a publisher, vendor, etc. Disposition of these items are subject to this procedure.

*Adopted: August 2011*

*Last Reviewed: July 2017*

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