



SURPLUS PROPERTY DISPOSAL AND TRANSFER PROCESS

OP-P 405 A-B

Page 1 of 5

Operating Protocol-Procedure #: 405 A-B

Category: Fiscal Operations

Office of Primary Responsibility: Purchasing Office

Approval Date: 4/29/13

Effective Date: 4/29/13

Revised: 3/31/14

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define the disposal process for State and College property and assets.

Applicability (Identify to whom this Operating Protocol applies)

All employees

Definitions (Define abbreviations, acronyms, and technical terms)

Property and assets, for the purpose of this Operating Protocol & Procedure, is defined as any equipment or items purchased with general fund, auxiliary, or grant dollars or donated to the College through the PCC Foundation. These items can include, but are not limited to furniture, fixtures, equipment, supplies, computers, monitors, printers, network technology, and computer peripherals.

Portal – Web page accessible to College employees that contains links to information stored on the college network, the internal intranet, and on the internet.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

State of Colorado Administrative Regulation 450-03
Procurement Code R24-107-101-05

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

- A. Surplus Property Disposal/Transfer Process Flow Chart (non-computer related)
- B. Surplus Property Disposal/Transfer Process Flow Chart (computer related)

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Property and assets of Pueblo Community College, purchased with college funds or donated to the college, are considered property of the State of Colorado. Property and assets that are no longer needed shall be disposed of through the college's Surplus Property Disposal/Transfer process per State of Colorado Regulation 450-03.

It is unlawful for state/college-owned property to be given away*, disposed of, removed, or taken by an employee for personal use or any other reason regardless of the item and/or circumstances without following the Surplus Property Disposal/Transfer procedure.

*This does not apply to promotional/marketing items or gifts specifically purchased with the intent that they be given away.



Procedure

The Surplus Property Disposal/Transfer process does not apply to items deemed as office supplies. Office supplies may be transferred from one PCC department/campus to another by announcing through email that these supplies are available to whichever department/campus can use them. All email communications will contain the following statement, "All furniture and or office supplies are the property of the State of Colorado. The transfer of furniture and or office supplies to another office is strictly for the use of official business of the college. At no time can state property be given away to any individual, college employee, student employee, or any outside agency."

405-A – Surplus Property Disposal/Transfer Process for Non-Computer Related Items

This process does not apply to computer-related equipment. Disposal and transfer of computer-related equipment is subject to the approval of the Director of Information Technology through Operating Protocol 405-B, Surplus Property Disposal and Transfer Process for Computer-related Equipment.

Once any property and/or asset (except office supplies and computer-related equipment) is identified as having no further purpose in the department/campus where the item currently resides, and the responsible party has determined the need to dispose of the item, the responsible person (requestor) will complete the Surplus Property Disposal/Transfer Process Request Form (found on the Forms tab of the PCC Portal) and submit it to the appropriate Dean/Director for approval.

Once signed by the responsible Dean/Director, the requestor should submit the Surplus Property Disposal/Transfer Process Request Form to the Purchasing Office for further inspection.

The Purchasing Office will be responsible for obtaining additional approval from the College Controller, Director of Information Technology, and/or the Budget Manager, if needed.

The Purchasing Office will then submit the request to the Business Officer, who has final approval/denial for the disposal or transfer of college property/assets.

The Business Officer will inform the responsible Dean/Director of the decision. If approved, the responsible Dean/Director will coordinate the disposal/transfer as prescribed by the Business Officer. If denied request, the Business Officer will notify the responsible Dean/Director and provide recommendations for the property/asset.

405-B - Surplus Property Disposal and Transfer Process for Computer Related Equipment

This process does not apply to non-computer-related equipment. Disposal and transfer of Non-computer-related equipment is subject to Operating Protocol 405-A, Surplus Property Disposal and Transfer Process (Non-Computer-related Equipment).

Once any computer related property and/or asset is identified as having no further purpose in the department/campus where the item currently resides, and the responsible party has determined the need to dispose of the item, the responsible person (requestor) will contact the Director of Information Technology to arrange for equipment pickup.

The Department of Information Technology will complete the Surplus Property Disposal/Transfer Process Request Form (found on the Forms tab of the PCC Portal) and submit it to the appropriate Dean/Director for approval.



SURPLUS PROPERTY DISPOSAL AND TRANSFER PROCESS

OP-P 405 A-B

Page 3 of 5

The Information Technology Director or designee should submit the Surplus Property Disposal/Transfer Process Request Form to the Purchasing Office for further inspection.

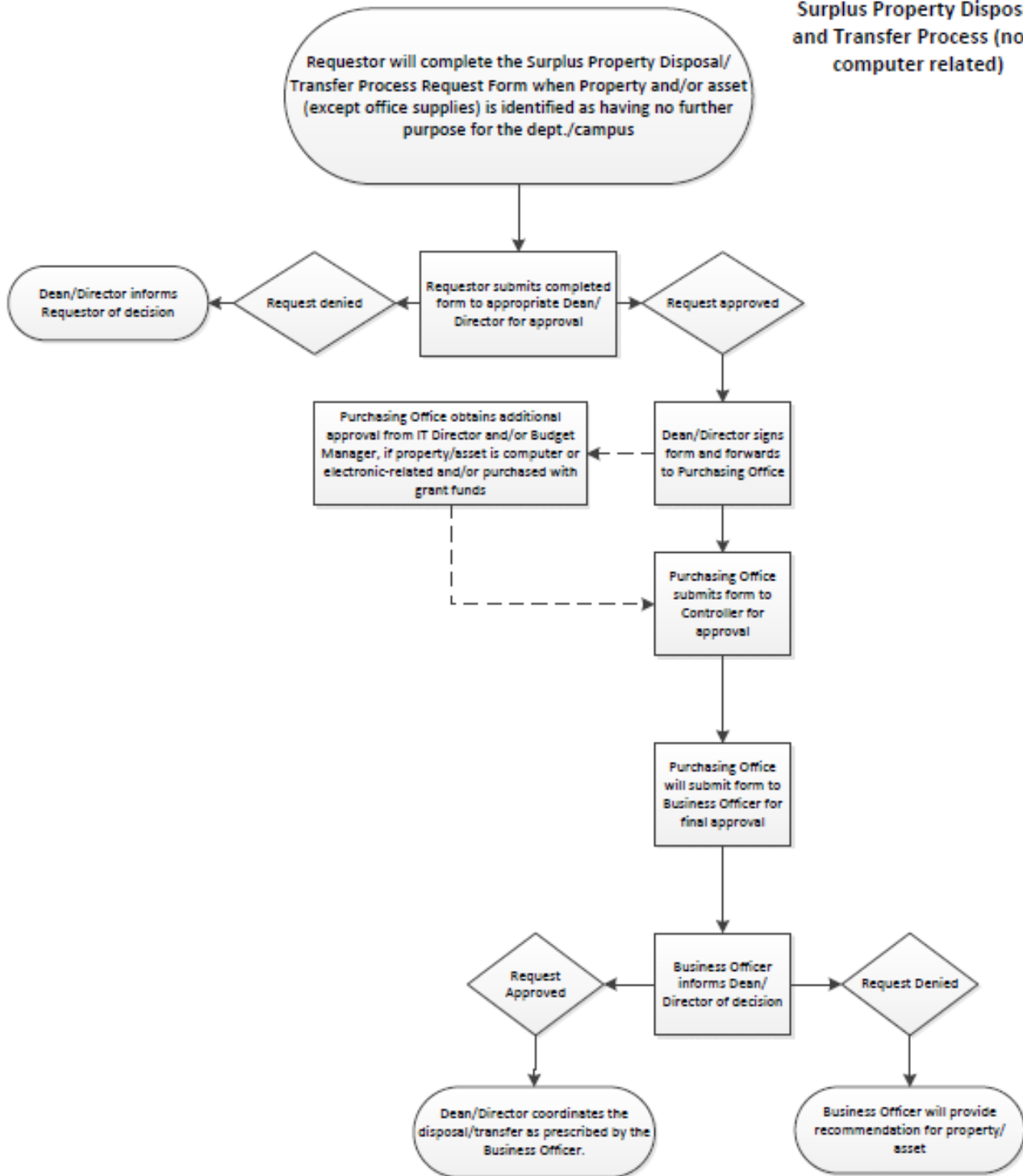
The Purchasing Office will be responsible for obtaining additional approval from the College Controller and / or the Budget Manager, if needed.

The Purchasing Office will then submit the request to the Business Officer, who has final approval/denial for the disposal or transfer of college property/assets.

The Business Officer will inform the Director of Information Technology of the decision. If approved, the Director of Information Technology will coordinate the disposal/transfer as prescribed by the Business Officer. If denied request, the Business Officer will notify the Director of Information Technology and provide recommendations for the property/asset.

ATTACHMENT A

Surplus Property Disposal and Transfer Process (non-computer related)



ATTACHMENT B

Surplus Property Disposal and Transfer Process (computer related)

