

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Disposition of Surplus Property	<u>Number</u> 114
Related Policy:	Disposition of Surplus Property – 6Hx20-1.012	<u>Page</u> Page 1 of 1

I. Purpose

To describe the procedure for disposing of surplus property.

II. Procedure

- A. Initiator of request notifies the Property Control Office of surplus property through the Property Disposition/Transfer Form.
- B. The Property Control Office lists decaled property that is obsolete, worn out, broken beyond repair, excess to department's needs, or cannibalized and recommends disposition to the Vice President, Business Affairs.
- C. The Vice President, Business Affairs, submits recommendation to Board of Trustees for items with a depreciated cost value over \$5,000 at the time of surplus declaration Items with less than a depreciated value of \$5,000 at the time of surplus declaration can be processed according to administrative procedures.
- D. The Board will be presented a summary of the property actions for both non-capitalized and capitalized property for each fiscal year. The summary will include addition and deletion information for both non-capitalized and capitalized property inventories. Missing property items will be summarized by department and custodian.

Responsible Official	Vice President, Business Affairs
President's Signature:	 Date: 07/01/2021