

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**


Procedure Title:	Disposition or Transfer of Property	<u>Number</u> 118
Related Policy:	Property and Equipment – 6Hx20-1.019	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a procedure for the disposition or transfer of College property.

**II. Procedure**

- A. Secure permission to dispose of or transfer property from the official departmental property custodian.
- B. The initiator will complete the Property Transfer and Disposal Request via the Create Request task in Workday. This request is routed through the appropriate approvals according to the defined business process. Once fully approved, the property may be disposed of or transferred.
- C. If the equipment is taken off campus for repair or other reasons, the Property Transfer and Disposal Request via the Create Request task in Workday should be approved prior to the transfer. Once the property is returned, the departmental property custodian should complete a Property Disposition/Transfer Form to record the transfer back to the College.
- D. The Vice President, Business Affairs, submits a recommendation to the Board of Trustees for disposed items with a depreciated cost value over \$5,000 at the time of surplus declaration. Items with a depreciated value of less than \$5,000 at the time of surplus declaration can be processed in accordance with administrative procedures.
- E. 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 information on additions and deletions 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: 12/16/2025