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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 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 the Surplus Property Disposal/Transfer form.
    - b. Review completed form with the appropriate Vice President and obtain their written approval.
    - c. Forward the completed form to the Supervisor, Buildings, Grounds, Custodial Services and Purchasing Agent.
  5. Contact the Supervisor, Buildings, Grounds, Custodial Services and Purchasing Agent and jointly determine location for storage of the property until disposal is completed.
- B. The Supervisor, Buildings, Grounds, Custodial Services and Purchasing Agent has the following responsibilities:
1. Receive and review the Surplus Property/Transfer Form 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 Supervisor, Buildings, Grounds, Custodial Services and Purchasing Agent 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 ensuring 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. Trade in item on purchase of replacement item. Items traded in by the college for a replacement item, cannot be purchased from the vendor by a college employee or immediate family member of a college employee.
  - b. Repurpose Internally - Alert Mid-State employees of availability of item to be placed back in service to the College.
  - c. Repurpose with K12 partners – The College reserves the right to determine if K12 repurposing is appropriate, if so, any items the College is unable to repurpose internally, and determined to be K12 eligible, will be offered through an emailed bid request to all of the public K12 schools within the District. After a two-week bid period, the school offering the highest bid on any item will purchase said retrieve the item from the College.
  - d. Auction/Sell - Items available after the above steps will be offered for sale by public auction or through a surplus sales organization.
  - e. Recycle or disposal – The Supervisor, Building, Grounds, Custodial Services and Purchasing Agent will coordinate the disposal of any items remaining after public auction or surplus sales. These items may be recycled or thrown away as refuse. Items may not be donated or given away at no cost to any organization other than the College itself during the internal repurposing phase of disposal.

**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.

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Policy Section: Fiscal Management

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