

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: SURPLUS PROPERTY	Number: BP 7.33
Legal Authority: Education Code Sections 70902(b)(6), 81384, and 81452	CCLC BP 6550

A. Purpose

To inform departments of the appropriate method of declaring and disposing of surplus, salvage, scrap and worthless property.

B. Definitions

“Surplus” is defined as equipment, supplies, materials, saleable waste and scrap. Land and buildings are not included in this policy. Additional definitions include:

1. Surplus commodities – Items that are usable in the present condition but no longer useful to a particular department and/or unit.
2. Salvageable goods – Items having value but requiring repairs to make usable. In reporting salvageable equipment, the disposal request should show the estimated cost of repairs required to make the property usable, if available.
3. Scrap – Saleable for scrap value only, has no future value to other departments/units in its present condition. This includes scrap metal. These items will be disposed of by the Office of Buildings & Grounds Recycling Program.
4. Worthless Equipment – Broken or worn-out items having no saleable value. The final determination of value will be made by Purchasing with agreement of the Office of Buildings & Grounds Recycling Program. The opinion of disposing department of the worth of such proposed items is encouraged.

Decisions for disposal of items will be made in consideration of the total costs versus the benefits involved. Departments are strongly cautioned against accepting donations of goods of questionable resale value, as there are costs and liability associated with these transactions.

C. Information

1. Departments are encouraged to examine equipment and inventories and report items that may be repurposed without detriment to the department to the Office of Buildings & Grounds Recycling Program and Purchasing.

Recommended by Participatory Governance Council: May 4, 2023 Approved by Board of Trustees: August 24, 2023	Page 1 of 3
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2. Recycling by and through the Office of Buildings & Grounds Recycling Program will include control over the disposal of all College used electronics, used paper and scrap materials. The Purchasing Department may assist with sales or redistribution of furniture, equipment, and vehicles.
3. All funds derived from the sale of surplus items will be credited to the District's General Unrestricted Account or as otherwise agreed to by the Chief Financial Officer, in compliance with specific grant restrictions.
4. After the sale or disposal of surplus commodities, where applicable, appropriate inventory information shall be forwarded to the District Business Office for removal from inventory.

D. Declaration of Surplus Equipment:

All commodities determined to be of no further use to the department will be reported to the Board and Chancellor, using Form #SFCCD-DBO 125 "Recommendation to Dispose of District Property," with the appropriate department authorization and signature. These forms may be obtained from the Office of the Vice Chancellor of Finance & Administration. Each form should include the following:

1. A full description of each item: CCSF tag (inventory) number if available, manufacturer, serial number and model number if known, as well as original funding, if grant paid.
2. Pick-up information: building, room number and contact person.
3. If the disposing department has knowledge of resale value and the names of interested buyers, this information should be provided so those parties may be contacted.
4. An authorization/signature from the relevant Grants Accountant, if equipment was purchased with Grants and Contracts funds. Note that many grants require surplus items be returned to the granting agency or sold with proceeds returning to the granting agency. Departments should verify if there may be additional requirements from the Grantor.
5. Departments are responsible for cleaning all data including operating systems from computers and electronic equipment, (i.e.: copiers, computers, etc.) before submitting items for surplus disposal.
6. According to Policy Manual 8.06: "The Chancellor's Office has authority to evaluate and dispose of personal property belonging to the District by sale or auction or otherwise in accordance with state law. By commencing the process with a Form #SFCCD-DBO 125 "Recommendation to Dispose of District Property," depending on condition, it may be sold, traded, or destroyed.
7. A "C4" resolution to be approved by the Board of Trustees is required for most items.

E. Available Surplus Equipment

1. Before items are offered for sale to potential external buyers, surplus equipment will first be made available to CCSF Departments through the InterScola Redistribution website. The Purchasing Department shall advise departments if item(s) become available for their use. Items will be posted on the InterScola Redistribution site for a minimum of one week.
2. The Buildings & Grounds Department Recycling Team will maintain a current inventory of all commodities in their control for reuse to District departments and will coordinate scrap item and eWaste pick-up.

F. Sale of Surplus Equipment

Once declared and approved by the Board of Trustees as surplus equipment, the disposal process will commence in whichever form is determined to be in the best interest of the District. Acceptable means of disposal are:

1. Redistribution within the campus community. Before items are offered for sale to outside purchasers, surplus items will first be offered to District departments on a first come, first served basis via email distribution.
2. Public sale/auction. Public auctions may be auctioned by InterScola or Property Room when the surplus inventory warrants. Items will be sold to the highest bidder. Some items may require a minimum bid.
3. Sealed bid. Certain surplus commodities, especially those of high dollar value and/or specialized use, may be sold via sealed bid. The purchasing Department, in collaboration with the department disposing of the equipment, shall determine if an item is sold via sealed bid.
4. Web site. Surplus items may be redistributed via “CCSF PREVIEW” managed by InterScola.
5. Vehicles. Vehicle sales have a number of legal requirements (e.g., DMV paperwork, VIN Stop notices, smog certificates, scrapping, transportation, removal of exempt plates, liability, towing, and obtaining free and clear title.) Any disposal of vehicles must have the approval of the Vice Chancellor of Finance & Administration or their designee. High mileage vehicles should be considered for trade-in. Wrecked cars or parts will be disposed of in the most cost effective, environmentally acceptable manner available. All commodities declared to be “junk” or unusable must have approval from Administration before disposal, and with records documenting their disposal.