

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Disposal of Salvage or Surplus Property*

**EFFECTIVE DATE:** November 20, 2012; amended December 11, 2012

**BOARD POLICY REFERENCE:** CIB

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## **PURPOSE**

All Blinn College property, whether surplus, salvage, donated or purchased, must be disposed of in accordance with the laws and regulations of the State of Texas and/or Federal Government. The procedures herein address the manner in which Blinn College salvage or surplus property is to be disposed for all campuses.

## **AUTHORITY**

Blinn College Department Heads/Division Chairs are responsible for assessing and requesting the disposal of salvage or surplus property. The Blinn College Chancellor or designee may authorize the disposal of salvage or surplus property in accordance with the procedures herein. The Blinn College Physical Plant/Maintenance Department will be responsible for the transfer and/or disposal of surplus and salvage property. The Blinn College Chancellor or designee may authorize an alternate method of disposal for salvage or surplus property on an individual case basis as needed.

## **DEFINITIONS**

The following shall apply for the disposal of Blinn College salvage or surplus property:

Property: Includes, but not limited to: supplies, appliances, equipment, vehicles and furnishings, whether movable or fixed, considered by the College to be necessary, useful, or appropriate to one or more purposes of the College. The term DOES NOT include real property, computers and computer-related equipment including software, electronic equipment, leased equipment or library books.

Real Property: Land, buildings or improvements considered real estate.

Salvage: Through use, time, or accident, or is so damaged, used, or consumed, the property item has no value for the purpose for which it was originally intended.

Surplus: Exceeds the user's needs and is not required for the user's foreseeable needs. The term includes used or new property that retains some usefulness for the purpose for which it was intended or for another purpose.

## **PROCEDURES/GUIDELINES**

- 1) To request the disposal of Blinn College salvage or surplus property, a Department Head/Division Chair must complete a [Blinn College Authorization for Equipment Transfer or Disposal form](#).
- 2) The completed form must then be submitted to the Blinn College Physical Plant/Maintenance Department to initiate transfer/disposal.

## **IMPORTANT POINTS**

- All efforts will be made to redistribute surplus property within Blinn College when possible, so check with the Physical Plant/Maintenance Department before placing orders.
- All proceeds from the sale of Blinn College salvage or surplus property, after deducting expenses related to the sale of such property, will revert to the College's general fund.
- Unauthorized disposal of Blinn College salvage or surplus property and/or the removal of Blinn College salvage or surplus property for personal use by Blinn College employees is prohibited.