

AUTHORIZATION FOR DISPOSITION OF LCCC PROPERTY

TO BE COMPLETED BY THE DIVISION/DEPARTMENT

Asset No.	Description	
Make	Model	Serial No.
Reason for Disposition		
<input type="checkbox"/> Cannibalize <input type="checkbox"/> Excess <input type="checkbox"/> Obsolete <input type="checkbox"/> Non-Repairable <input type="checkbox"/> Scrap <input type="checkbox"/> Surplus <input type="checkbox"/> Donated To: _____ <input type="checkbox"/> Transferred To: _____ <input type="checkbox"/> Other: _____ <div style="text-align: center; font-size: small;">(Department)</div>		
If not operational, estimated repair costs		May be used for parts?
Condition		
Approximate Resale Value		Location (Building & Room No.)
Department		Date
Dean/Director Signature		

TO BE COMPLETED BY THE PURCHASING OFFICE (the Purchasing Manager is authorized to dispose of property and to determine, in consultation with Building Services, the method of disposition.)

Method of Disposition	
<input type="checkbox"/> Cannibalize <input type="checkbox"/> eSurplus Auction <input type="checkbox"/> Landfill <input type="checkbox"/> Scrap <input type="checkbox"/> Trade-In <input type="checkbox"/> Sale <input type="checkbox"/> Donated To Non-Profit Organization <input type="checkbox"/> Recycled	
Record of Disposition:	
Disposed To: _____	
Disposal Value: _____ Disposal Date: _____	
Disposition Statement: _____	

Purchasing Manager's Signature	Date

Copy to Purchasing Office
 Copy to Jim Wilkinson if equipment is to be moved to another location

PROPERTY DISPOSAL PROCEDURE

1. DEFINITIONS

Obsolete: Property that is outdated or not used because of obsolescence and is of no use or value to the college.

Surplus: Property which no longer serves a useful purpose to the College; may also be identified as obsolete, non-operational, or scrap.

Not Repairable: Property that is non-repairable or not cost effective to repair.

Cannibalize: Property is in non-repairable condition, but the component parts of the equipment may be used to repair or replace parts on other college owned pieces of equipment or given/sold to a salvage business.

Scrap: Property that can be re-used for raw material to produce new materials and disposed of via an authorized salvage business.

Excess: Property which no longer has a useful purpose for a particular department/division but may be utilized by another department/division within the college.

Disposal: The method in which the Business Services Division determines to be in the College's best interest to dispose of a piece of property. Examples of disposal methods are:

- Electronic or Public Auction
- Trade In
- Donation to non-profit organizations, city, county or state agencies
- Scrap Material
- Recycled to appropriate landfill
- Cannibalize or junked

2. DISPOSAL PROCESS

The property custodian makes the determination that an item is no longer of use to him/her. The user completes the "Authorization to Dispose of LCCC Property" form for the item, which shall be inclusive of all required information, then;

The completed form is to be forwarded to the department dean/director for authorization to dispose of the property, then;

The form is forwarded to the purchasing office for review, determination of method of disposal, and for processing final disposition of the property.

For specific procedure details, please refer to LCCC Procedure #8301.