

TRANSFER AND DISPOSAL OF SURPLUS PROPERTY

PURPOSE

Proper resource management is essential to maintaining the public's trust in the College's ability to administer its resources. This policy is intended to address the transfer or disposal of property. Resource acquisition and record keeping are addressed by other college policies and procedures.

POLICY STATEMENT

All property purchased by, donated to, or otherwise acquired by Edison State Community College is considered to be property of the College. Property that is no longer needed to meet the mission of the College and is declared to be surplus property shall be responsibly and properly disposed of in accordance with current procedures.

Disposal of Surplus Property

This policy applies to the disposal of surplus equipment, materials, furniture and related supplies. Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies and sound business practices shall be observed.

This policy does not apply to the disposal of real estate.

The President of the College shall establish procedures to administer this policy.

PERSONS AFFECTED

All Edison State Community College employees.