

SURPLUS PROPERTY

The following procedure details the process for handling surplus property and associated revenues from sales within the District and college campus locations.

1. Surplus material will be made available to other locations in the District by the Director of Purchasing after it has been declared surplus by the originating location.
2. The notice of available surplus material (copies of form 4cd-238) will be distributed to the Business Services Office of all District locations.
3. The notice will include the charge to be made for the surplus property if other locations wish to acquire the property. The charge will be the same as the minimum bid amount which would be established if sold by bid (the estimated depreciated value).
4. The property will be transferred on a "first-come, first-served" basis.
5. A budget transfer will be made by the Business Office from the requesting location (appropriate activity) to a contingency account of the originating location if property is transferred.
6. If the transferred property is equipment being sold in lieu of trade-in, note that the changes must be made in the same fiscal year as payment for the new item and the following steps must be taken to adjust the accounting records:
 - a. journal entry the cost of the item acquired from the equipment replacement GL to the capital outlay equipment GL;
 - b. transfer the budget amount to match the journal entry; and
 - c. correct the accounting office copy of the purchase order to reflect the change in coding and disposition, filing a copy of the journal entry with the purchase order.
7. If no request for in District transfer is received within fifteen days, the Director of Purchasing will proceed with the sale of the property.
8. Revenue received from the sale will be added by the Business Office to a contingency account of the originating location if the equipment was originally acquired from operating funds. If the equipment was originally purchased within a five-year period with state instructional equipment funds, the revenue will be added to the state Instructional Equipment Fund host account of the originating location.
9. All locations will be notified of available surplus items in accordance with Business Procedure 10.11. All requests for equipment by organizational units shall be processed through the Director of Business Services. Awards will be made on a first-come, first-served basis. Requests must be in writing to the Director of Purchasing.
10. Items will be available in-District for a period of five business days. The college Business Office will prepare budget transfers for awards.

11. The Director of Purchasing will sell or dispose of items not retained in the District in accordance with Business Procedure 10.01.

The following applies to sale by competitive bid.

- a. Each item of equipment should be identified by item number according to the Surplus Bidders listing for ease of inspection.
 - b. After all equipment has been prepared for the Bidders List, a legal and classified advertisement is to be placed in a newspaper which covers the geographic area that the District encompasses. The classified advertisement is to be run twice in two weeks prior to closing of bid.
12. Items not sold by competitive bid may be sold by the Director of Purchasing by auction.
13. Equipment is to be removed from the inventory after it has been sold.
14. Following are special instructions for vehicles to be sold:
- a. Each vehicle should have the following papers prepared and/or checked:
 - pink slip;
 - odometer reading;
 - smog certificate (30 days);
 - EGR for models 66-70 (add on smog control);
 - plate receipt (plate removal from vehicle and surrendered to DMV); and
 - scales ticket for trucks.
 - b. Each vehicle needs the following information checked:
 - mileage;
 - equipment that is on car (air conditioning, etc.);
 - general condition (exterior, interior);
 - tires; and
 - working condition.
15. Any money received by the District from the sale of personal property shall be placed to the credit from the fund from which the original purchase was made. (Education Code Section 81453)