

This policy provides guidelines to assist Suffolk County Community College and Suffolk County Community College Association collectively (the “College”) in the disposal of obsolete, excess, and outdated personal property. It is further the intent of this policy to comply with the provisions of General Municipal Law, 104-C “Disposal of Surplus Computer Equipment”.

This procedure shall apply to all College departments where there is a need to dispose of Surplus Property. Where there is a conflict between this Policy and any other College policy, procedure, rule or regulation, the provisions of this Policy shall apply.

This policy seeks to:

1. Define the means for identifying obsolete, excess, or otherwise outdated property such as furniture, equipment, computer equipment, and automobiles.
2. Provides cost-savings to the College by outlining a procedure for the transfer of Surplus Property among College departments.
3. Recover value from Surplus Property through its sale, either for reuse or for scrap.
4. Minimize disposal and storage costs by providing means for the donation of Surplus Property with negligible resale value.
5. Reduce or eliminate fire hazard conditions caused by excess surplus being stored.

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For purposes of this Policy the term College shall include Suffolk County Community College and the Suffolk County College Association.

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The Contracting Officer is the Administrative Director for Business Operations (“ADBO”).

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Transfer of title or any other beneficial interest in Surplus Property in accordance with the methods of disposition described herein. The act of disposition may include the acts of transferring, trading-in, selling, donating or destroying goods that are of no further use to the College.

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Personal Property with a Fair Market Value, in excess of \$100.00 and any other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party. The term "Property" used throughout this procedure shall mean Personal Property.

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Property that (i) is of negligible value that has no remaining usefulness to the College but may have some intrinsic value or worth to others outside the College (i.e, for basic material content), (ii) does not have a useful purpose for College or (iii) has been deemed to be no longer useful to the College.

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Tangible property, other than real property. Personal Property is physical and movable subject to ownership, with exchangeable value. Examples of tangible personal property include, but are not limited to furniture, supplies and computer equipment.

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Office furnishings and fixtures including but not limited to desks, tables, chairs, lamps, modular wall units, and partitions.

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An organization incorporated for educational, charitable, or cultural purposes and recognized as tax-exempt under article 501(c)(3) of the Internal Revenue Code.

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A public benefit corporation or public authority establishing by the State of New York.

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Any unit of federal, state or local government.

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The price for an item upon which the purchaser and vendor agree when both are fully acquainted with market conditions after suitable market research.

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The process used for collecting and analyzing information about the entire market available to satisfy minimum College needs to arrive at the most suitable approach to acquiring, distributing, and disposing of Surplus Property.

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A regular employee to whom a Campus Dean or Central Administration has delegated responsibility for the identification and release of Surplus Property within that department or division.

- 1.1 General. Surplus Property shall be disposed of in a manner that returns as much value as possible to the College. Value may be returned through

Release form for computer equipment must be co-signed by both the Associate Dean and the ADBO.

- 1.4 Automobiles. ADBO will be responsible for the review of the continued usefulness of College automobiles, and may, when appropriate identify automobiles as Surplus Property. The Surplus Property Identification and Release form for automobiles must be co-signed by the Vice President for Business Affairs.
- 1.5 Fair Market Value. An appraisal shall be performed by the user department. Such appraised need not be formal and may be based upon any reasonable method for estimating the value of used property including internet pricing. Such appraisal of Fair Market Value shall be waived when the Property is transferred within the College. The purpose of the appraisal is to determine the estimated Fair Market Value of the Property to be disposed of.

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The following methods shall be used to dispense Surplus Property in descending order of preference, depending on the cost benefit to the College.

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Property shall be accomplished directly, minimizing the number of times an item must be moved.

- 1.2 Transfer to a constituent agency.

