



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-6230 Disposal of College Property
Origination: 08-20-2020
Approved: 10.9.2020
Effective: 10.9.2020
Reviewed:
Last Updated:

Subject: Disposal of College Property

1. PURPOSE

This policy establishes the guidelines for disposal of College Property.

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees of the College.

3. REFERENCES

- 3.1 0000-NPRC Master Policy Index
- 3.2 NPRC-6017 Purchasing and Procurement
- 3.3 NPRC-6231 Identification of College Property

4. DEFINITIONS

- 4.1 College Property: Any items purchased with College funds, donated to the College, or acquired for College use through other means, is considered Property of Northern Pennsylvania Regional College., hereinafter Collage Property. Title to such property always remains with the College until asset disposal.

5. POLICY

- 5.1 When College Property is no longer safe or useful to a department or division, it may be declared surplus and disposed of in accordance with this policy. Surplus College Property may include supplies, materials, equipment and/or furnishings.
- 5.2 The College's goal is to dispose of College Property when it is no longer safe or useful to a department or division and cannot be repurposed within the College. Disposal procedures will consider evaluation of environmental stewardship responsibilities by seeking reuse markets and ensure that surplus property is removed from College facilities in an efficient manner to ensure appropriate use of space for core academic and administrative needs.

- 5.3 College Property purchased, all or in part, with federal or other grant funds must be managed in accordance with applicable College AND relevant grant policies applicable to the specific grant program.
- 5.4 Only the Vice President of Finance and Administration of the College is authorized to dispose of College Property. College Property may not be salvaged, scrapped, donated, or otherwise disposed of without prior approval from the appropriate department head and the Vice President of Finance and Administration.
- 5.5 The following guidelines shall apply if Surplus Property is identified:
 - 5.5.1 Supplies and materials declared as surplus by any department may be offered or placed within the College so long as they are determined to meet current safety standards. Approval from the Vice President of Finance and Administration is not required for reuse of supplies and materials by internal departmental transfer. Employees and/or students are not allowed to take or purchase surplus College Property for personal use except as approved by the Vice President of Finance and Administration.
 - 5.5.2 Surplus Computers and other technology equipment requiring special handling will be disposed of by the Information Technology Department in order to ensure that College Data has been removed from the equipment. Responsible parties must contact the IT helpdesk to arrange disposal of any technology equipment
 - 5.5.3 Certain items may be used as trade-in for vendor credit with College vendors if economically feasible and approved by the Vice President of Finance and Administration.
 - 5.5.4 Items that cannot be reused internally may be donated to other non-profit organizations with a Deed of Gift authorized by the Vice President of Finance and Administration. Contact the Business Office for assistance.
 - 5.5.5 Items that cannot be recycled or donated to other non-profit organizations will be discarded through the College's normal waste removal process. A work order request to the Facilities Team must be submitted by the relevant department. The Facilities Team will coordinate disposal of these items in a centralized manner on an annual basis.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 All Employees are responsible for complying with this Policy and any associated Procedures.
- 6.2 The Vice President of Finance and Administration is responsible for the administration of this policy.

7. REVIEW STATEMENT

7.1 This policy shall be reviewed on a regular basis as set forth in the College's policy governing policy review.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; <http://regionalCollegepa.org>

Revision Notes: Policy in Origination