

### **C.2.7.3 (Procedure) Disposal of Alamo Colleges District Property**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.2.7](#) - Equipment/Property Management

Approved: 8-18-09

Last Amended: 4-23-13, 3-1-18

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#### **Definitions**

For the purposes of this procedure, the following definitions shall apply:

1. **Surplus Property**: personal property including, but not limited to, furniture, fixtures and movable equipment, but does not include real property (real estate, including fixtures), that is no longer required by the Alamo Colleges District and may be tagged or untagged.
2. **Transfer Property**: Surplus Property that is no longer needed by one department or group but is being moved to another department or group within Alamo Colleges District.
3. **Excess Property**: Surplus Property other than Transfer Property.
4. **Expended Property**: Excess Property that is so worn that it lacks a core value that would justify repair or refurbishment, is obsolete, or is otherwise reasonably determined to have no realizable market value.
5. **Property Steward**: The supervisor, department chairperson or director, having possession of the property and having the authority to request a transfer or disposal (“disposition”). In effect, this is the “user”.
6. **Property Transfer Form (PTF)**: used to describe items for disposition and obtain administrative approvals prior to submission to Inventory Control or Purchasing and Contract Administration departments.  
<http://share.alamo.edu/ffa/Documents/Property%20Transfer%20Form%20Rev%205%202015.pdf>

#### **Declaration of Surplus Property for Disposition**

The declaration of Surplus Property is the responsibility of the Property Steward for all property assigned to his/her department. The Property Steward shall declare the surplus property on a PTF and obtain approval from the Vice President of College Services (VPCS) at their college or the appropriate district official (District Director, Associate Vice Chancellor or Vice Chancellor) prior to submission to the Purchasing and Contract Administration Department.

#### **Surplus Property Disposition Authority**

The Vice Chancellor for Finance and Administration, working thru the Purchasing & Contract Administration Department, has the sole authority and responsibility for approving the disposition of Alamo Colleges District owned property described in this Procedure. Unauthorized disposition of Alamo Colleges District’s property is prohibited. The means of authorized disposition of Surplus Property are detailed below.

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#### **Summary of Responsibility and Accountability for Property Disposal**

The essential steps for transferring and tracking property disposal are listed below:

1. Property Steward:
  - a. Complete PTF with leadership approvals and submits to Purchasing
  - b. Provide asset tag and serial number if available on PTF
  - c. Obtain signature of vendor on PTF (or anyone else) when removed to ensure custody of the asset is transferred (removed from your work site) and re-submits to Purchasing
  - d. Verify Inventory Records are removed from Wise Track system by following month, see procedure [C.2.7.4](#)
  - e. Validate completed PTF from Alamo Share
  
2. Purchasing & Contract Administration:
  - a. Receives and assesses PTF for accuracy and completeness
  - b. Schedules pick-up with contractor.
  - c. Notifies Property Steward or department contact of scheduled pick up and reminds them to “ready item” (remove from wall, remove contents, etc.)
  - d. Posts PTF to Alamo Share within 3 business days, once pickup is complete
  - e. Reconciles monthly to the contractor sales reports to include tracking items received by date, sale date, sale price, commission paid, or other (recycled or scrapped)
  
3. Inventory Control:
  - a. Emails Property Steward confirming when inventory records are updated
  - b. Download (when necessary) completed PTF from Alamo Share

#### **Authorized Means of Disposition of Surplus Property**

Upon receipt of the PTF, the Purchasing and Contract Administration Department will determine and approve the appropriate method of disposition. The Purchasing and Contract Administration Department will generally dispose property in the following order of priority:

1. Offer the Surplus Property as a trade-in when purchasing new items which reduces cost to the District

The Property Steward provides the Purchasing and Contract Administration Department with information regarding existing property made Surplus Property by newly requisitioned property on the purchase requisition (and a copy of a PTF) when purchasing a new item.

The Property Steward is responsible for removing all tags identifying trade-in items as property of Alamo Colleges District. Items with serial numbers and/or Inventory Asset Tags are to have the tag and/or serial numbers listed on the PTF. The Property Steward is to contact the Information

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Technology Department to remove data and software applications from electronic equipment prior to trade-in. The Purchasing and Contract Administration Department identifies the property on the Purchase Order and forwards the purchase order and PTF to the Property Steward and the vendor. The vendor delivers the new item and retrieves the property identified as trade-in. It is important that the originating department obtains a signature on documents listing all of the equipment delivered and picked up and that the list of items picked up matches the PTF. The originating department is responsible for submission of a fully executed PTF to the Purchasing and Contract Administration Department at [dst-transfersurplus@alamo.edu](mailto:dst-transfersurplus@alamo.edu). The Property Steward for the originating department is accountable for inventory results resulting in incomplete submissions to Purchasing and Contract Administration. Purchasing and Contract Administration will post the completed PTF in Alamo Share within 3 business days after the pickup is complete.

#### 2. Transfer of property to other departments and offices:

Property may be transferred from one department or location to another as a result of redistribution or relocation (move). The receiving Property Steward is responsible for removing and transporting the Transfer Property from the originating location. The receiving Property Steward may contact the Purchasing and Contract Administration Department for the purchase of moving services (if needed). The Property Steward for the originating department should ensure an electronic transfer is initiated to the receiving Property Steward. The receiving Property Steward should ensure the Transfer Property is accepted in the inventory system. The Property Steward for the originating department is accountable for inventory results resulting in incomplete submissions of inventory transfers. See Procedure [C.2.7.4](#) Property Management: Inventory Control additional details for accountability and responsibilities.

#### 3. Sell Excess Property:

The Purchasing and Contract Administration Department is to be contacted to arrange pick up of excess property. Complete the PTF and email to [dst-transfersurplus@alamo.edu](mailto:dst-transfersurplus@alamo.edu). The Purchasing and Contract Administration Department may offer the Excess Property for sale to the public. The Purchasing and Contract Administration Department works with the Property Steward and the contracted vendor to remove and sell the Excess Property. Items with serial numbers and/or Inventory Asset Tags are to have the tag and/or serial numbers listed on the PTF. The Property Steward is to contact the Information Technology Department to remove data and software applications from electronic equipment prior to removal for sale. It is important that the originating department obtains a signature from the Excess Property contractor for all of the equipment picked up and the list of items picked up matches the PTF. The originating department is responsible for submission of a fully executed PTF to the Purchasing and Contract

Administration Department at [dst-transfersurplus@alamo.edu](mailto:dst-transfersurplus@alamo.edu). Purchasing and Contract Administration Department will post the completed PTF to Alamo Share. The Property Steward for the originating department is accountable for inventory results resulting in incomplete submissions, including PTF's without signatures from the contractor or other agent. See Procedure [C.2.7.4](#) Property Management: Inventory Control additional details for accountability and responsibilities.

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#### **4. Recycle or Destroy Expended Property:**

The Purchasing and Contract Administration Department may grant approval to destroy or otherwise dispose of Expended Property (“disposal”). To coordinate the recycling or destruction, the Property Steward sends a completed PTF to the Purchasing and Contract Administration Department where it is assessed and processed for disposal. Items with serial numbers and/or Inventory Asset Tags are to have the tag and/or serial numbers listed on the PTF. The Property Steward is to contact the Information Technology Department to remove data and software applications from electronic equipment prior to recycling or disposal. Once the Purchasing and Contract Administration Department has approved items for destruction or recycling, the department will work with Purchasing & Contract Administration to destroy or recycle the Expended Property. The originating department is responsible for submission of a fully executed PTF to the Purchasing and Contract Administration Department at [dst-transfersurplus@alamo.edu](mailto:dst-transfersurplus@alamo.edu). The PTF should contain the date destroyed and 2 signatures from 2 employees who verified any tag numbers and witnessed the destruction. The Property Steward will remove all District tags at verification by the witnesses. Purchasing and Contract Administration Department will post the completed PTF to Alamo Share. The Property Steward for the originating department is accountable for inventory results resulting in incomplete submissions, including PTF’s without signatures from the recycler or other agent. See Procedure [C.2.7.4](#) Property Management: Inventory Control additional details for accountability and responsibilities.

#### **5. Specialized Means of Disposition:**

Surplus Property may be disposed of by other methods on an individual case by case basis as determined by the Purchasing and Contract Administration Department. Ownership of Expended Property may be transferred to other Texas governmental units or charitable non-profit Texas corporations for no additional consideration other than relieving Alamo Colleges District of disposal costs without being considered a donation under applicable Policies & Procedures.

#### **Reporting Surplus Property Disposition**

Upon confirmation from the department and/or vendor that the above dispositions have taken place, the Purchasing and Contract Administration Department will report the Surplus Property disposition information to the applicable Property Steward and the Inventory Control Department. The Inventory Control Department updates the inventory system as required and emails the Property Steward confirmation when the inventory records are updated.

#### **Other Requirements**

All tagged (inventoried) and untagged items must be properly identified for disposition on the PTF to ensure accountability and inventory adjustment.

Library books must be listed individually and unit cost must be identified in an Excel file with the total on the PTF to help ensure adjustment for Alamo Colleges District’s financial records.

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Proceeds from the sale of Surplus Property, after deducting expenses related to the sale, will be directed to the General Fund.

Removal of Surplus Property for personal use by employees of the Alamo Colleges District is prohibited.

The Property Steward is responsible for ensuring the Surplus Property is de-installed, ready for removal and for keeping the Surplus Property secure until it is removed. Any fiscal considerations about the disposition, sale or recycling of Surplus Property (*i.e.*, gifts, federal grants, etc.) should be disclosed with the disposition request.

*Legal Reference - TACC Policy Reference Manual*

CIB (LEGAL) - Equipment and Supplies Management: Disposal of Property

[C.2.7.4](#) (Procedure) Property Management – Inventory Control