## General Policy

The purpose of this policy is to insure the protection of College assets and to provide a guideline for the College community when departments consider surplus/disposal of College properties. All property and equipment (durable goods) purchased with College funds (including unrestricted College funds, grants, endowments or gifts), donated to the College, or acquired for College use through other means are the property of Linfield College, and title remains with the College at all times until asset disposal. Disposal of College durable goods assets in any fashion other than that outlined in the policy requires the approval of the appropriate Cabinet Officer and the Vice President for Finance and Administration. The following describes the procedures departments and individuals must follow to dispose of any College durable goods property purchased with any source of College funds. Durable goods encompasses products, equipment, or property that are not consumed or quickly disposed of and can be used for several years.

## Disposal Policy

Surplus property is property that is either no longer in use or for which there are no further plans for use. This policy addresses only items defined as “durable goods” above.

College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the appropriate Department Head, Department Director and corresponding Cabinet Officer. Special standing policies exist for hazardous substances and computers, as outlined on page 4.

## Operating Procedures

Effective asset management encourages recycling/repurposing within the College community. Recycling/repurposing limits liability and costs associated with disposal and provides continued
use of the property to other departments within the College. When a department seeks to declare property as surplus, the staff-member department head should contact the Environmental Services Superintendent in Facilities Services for advice and determination of proper disposal options.

The following methods may be considered for the disposal of surplus property by departments. It will be the priority of the College to use the most financially beneficial among the approved options.

**Method 1: Disposal by Trade or Exchange of Property**

If the item is deemed to have fair market value toward another purchase, it can be traded or exchanged with College suppliers as part of that purchase (as trade-in).

**Method 2: Disposal by Internal Departmental Transfer**

Priority is given to College departments in an attempt to reuse surplus items. Items available for use by other departments will be posted on the Linfield community electronic bulletin board (Public Folder bb—contact ITS Support if you have not used this function).

**Method 3: Disposal by Sale**

If a department deems that an item has value and it was not disposed of via Interdepartmental Transfer, it will continue to be listed on the electronic bulletin board for sale via sealed bid, or on a first come first served basis at a set price, whichever the department deems most beneficial. Items will be sold in “as is” condition available for pickup (delivery is not offered). All funds collected from the sale of surplus items will be deposited into the general college account.

When a department lists property in surplus, a Department Head or Department Director and appropriate Cabinet Officer approval is necessary. Please designate contact information, price and deadlines for disposal by sale.
Method 4: Disposal by Donation

Items that cannot be reused internally or sold may be donated to approved, not-for-profit institutions upon written approval from the appropriate Department Head or Department Director and appropriate Cabinet Officer.

Donation requests from various sources will be considered. The following guidelines address these requests.

- Items may be donated if they are not sold after two (2) surplus sales or the donation may result in intangible (i.e., good will) benefits to the College. Donations to for-profit entities are not permitted.
- A proposal to donate equipment or supplies no longer needed by the College must be reviewed by the Vice President for Finance and Administration and the Vice President for College Relations.
- If an item is donated, the receiving entity should provide a letter of thanks acknowledging their estimated value and a receipt.

Method 5: Disposal as Waste

Items that cannot be sold or donated will be discarded through the College’s normal waste removal process. Under no circumstances should fixed asset items be directly discarded without the approval of the appropriate Department Head or Department Director. When a department seeks to declare property as disposal, the staff member should contact the Environmental Services Superintendent in Facilities Services for advice and determination of proper disposal and recycling options.
SPECIAL CIRCUMSTANCES

Disposal of Hazardous Substances

Surplus/disposal of hazardous substances (chemical, biological, etc.) should be done only with the prior approval of the Director of Environmental Health & Safety and under the direction of that office.

Computers

All college computers and computer related items require ITS approval prior to being declared as surplus. ITS will coordinate computers and computer related equipment consistent with ITS policy.