

The Board of Trustees recognizes that its responsibility of stewardship for property entrusted to its care by the general community necessitates the development, implication and adherence of sound business practices represented by guidelines, policies and procedures regarding the proper acquisition (Policy 740 – Purchasing) and disposition of College owned property. Therefore, the following policies, guidelines and procedures shall be followed with regard to the disposition of College property.

Such guidelines for the disposal of College property are as follows:

- A. College property determined to be obsolete or no longer needed by the College may be designated surplus. Such property designated as surplus must be approved by the appropriate Department Head prior to its disposition.
- B. A form indicating item(s) recommended for disposition must be approved by the appropriate area administrator and must be submitted to the Vice-President of Business Services/Treasurer. The form will include a complete description of the item, serial number, and other appropriate information needed for proper accounting purposes.
- C. The Vice-President of Business Services/Treasurer is responsible for the disposal of surplus property based upon the best interest of the College using the following criteria:
 1. Determination if recommended item(s) may be of use elsewhere in the College.
 2. Sale of item(s) to College faculty, staff and students by advertising, email, voice mail, etc. Item(s) will be offered on a “first come, first serve” basis or to the highest bidder at the discretion of the Vice-President of Business Services/Treasurer. The Vice-President of Business Services/Treasurer will establish proper prices for surplus property.
 3. Surplus property remaining after the College’s internal needs have been exhausted may be offered for sale to the general public.
 4. Surplus property may also be disposed of by donation to a 501c3 non-profit organizations located in the County of Berks, or in a manner determined that best serves the College at the discretion of the Vice-President of Business Services/Treasurer.

Reading Area Community College

Policy No. 787

Title: Disposition of College Property

Effective Date: 3/14/18

- D. All funds collected from the disposal of surplus property will be receipted and recorded by the Cashier's Office and reported to the College's Controller.

SOURCE/LEGAL REFERENCE: FRM-17-20

RELATED POLICIES/REGULATIONS:

BOARD OF TRUSTEES HAS REVIEWED AND REAFFIRMS: 3/14/18

SUPERCEDES: E-01-8 DATE: 10/03/01