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Purpose

The purpose of this procedure is to establish processes relating to the disposal of obsolete property.

Procedure

- A. Departmental custodians wishing to transfer equipment or furniture to surplus must complete the following steps:
 1. Notify Facilities Planning and Design by opening a Building Maintenance Request.
 2. If items are approved for surplus pickup for barcoded property, complete a Barcoded Property Transfer to Surplus Form.
 3. For non-barcoded property, complete a Non-Barcode items Transfer to Surplus Form.
 4. Barcoded assets should remain in possession of the custodian until the Barcoded Property Transfer to Surplus form is approved by the Campus Facilities Director, or designee, or Chief Information Officer ("CIO"), or designee, for non-educational IT equipment.
 5. Once the documentation is completed, the custodian should keep copies of their forms, forward forms to the campus/center receiving staff and contact their Campus Facilities staff, for further instructions.

- B. The Campus Facilities Director, or designee, will work closely with the College's Central Services Coordinator, or designee, to review collected property for surplus processing at their campus. The Campus Facilities Director will ensure the following:
 1. Appropriate disposal of items at the campus that are broken, badly worn or deemed as unusable.
 - a. Before a barcoded item is disposed or leaves Florida State College at Jacksonville (FSCJ) ownership an on-line People Soft Property Disposal Form is submitted. The Property Disposal Form will go through all required approval paths. Once approved Finance Accounting will dispose of item(s) in the College's asset management system.
 2. Items transferred to another College location are to be picked up by the requesting Campus' Facilities Maintenance staff. For barcoded items, a Barcoded Property Transfer to New Employee or Location Form is completed. The requesting location Receiving Clerk, or designee, will update the Asset Management module with the new location and/or owner.
 3. Store surplus property with sellable value in designated secured location for reuse, donation or online sale.

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4. Not-for-Profit or Governmental groups must submit Surplus Donation and Property Transfer Agreement and required documentation to be approved for donation. Donations should be picked up from the Campus. Please see Property Procedures for details on Surplus Donations.

C. By Florida Statute and Board Rule, Florida State College at Jacksonville (FSCJ or College) property may be donated to an approved public or private not-for-profit agency or governmental entity. College property may only be transferred to a not-for-profit agency when approved by the Executive Director of Purchasing or, designee.

D. The Central Services Coordinator, or designee, will be responsible for the following:

1. Campus/center online auctions and not-for-profit donations will be exhausted first before surplus pick-up is scheduled. Surplus pick up will be scheduled from each campus/center on their scheduled days.
2. Update location and custodian in PeopleSoft Asset Management module for barcoded items sent to surplus.
3. As needed, use metal recycling if the value is deemed to exceed expected auction proceeds.
4. Manage the College's auctioneer service vendors, for all surplus warehouse auctions, to ensure the surplus process complies with Florida Statutes, and College Board Rules and procedures.
5. Submit an on-line Barcoded Property Disposal form. Once approved, Finance Accounting will dispose of items in the College's asset management system.
6. Obtain sale documentation from auctioneer for all sold auctioned items.
7. Dispose of any items not picked up by the winning bidder at auction.

E. Campus IT Technicians will coordinate with the College's CIO, or designee, to process the disposal of non-educational IT equipment. Serial numbers are required to be listed for all non-barcoded computers sent to surplus.

F. Campus IT will work with a contracted vendor to arrange pick-ups for electronic recycling. Campus IT will be responsible for submitting requests for approval for Grant Funded items.

G. Surplus property items that in useable condition are to be reutilized, when practicable, within the College, processed for recycling, donated to authorized government agencies or qualified not-for-profits, traded in or sold at public auction.

H. Additional detailed information and all forms regarding the surplus process can be found on the FSCJ Purchasing and Central Services Department SharePoint page.



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REFERENCES: F.S. Chapter 274, 1001.64, 1001.65

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