

Polk Community College Procedure

Subject	Reference	Date	Number
Disposal of Tangible Property	Board Rule 6Hx21 5.15 SBE 6A-14-0247(2) FS 274	4/17/82	6023

I. Purpose

To provide a procedure for the disposal of college tangible personal property for other than trade-in purposes.

II. Procedure

1. In the event individuals feel they have under their supervision a piece of college tangible personal property (as defined in Board Rule 6Hx21 5.15) that is obsolete, uneconomical, inefficient, or is lost, stolen, or broken, they may fill out a "Property Disposal Request" (see attachment A) and forward it to the designated property custodian for the specific property. If the designated property custodian is not known, contact the college Property Control Supervisor.
2. If the property custodian agrees with the request, approval is indicated by signing the form and forwarding to the appropriate Dean via established administrative channels.
3. If the Dean is in agreement with the request, approval is indicated by signing the form and forwarding to the Dean of Business Affairs.
4. The Dean of Business Affairs shall request that the President appoint a Property Survey Team per Board Rule 6Hx21 5.15(1) (c).
5. If the team determines the item was lost or stolen, it has the authority to direct, in writing, on the "Property Disposal Request" that the Property Control Supervisor remove the item from the equipment inventory list. He shall do so in the manner prescribed in the "Polk Community College Property Records Systems Manual." If the team determines, after having made a thorough investigation, that the item is uneconomical, inefficient, or serves no useful function, it shall name someone to appraise and set a reasonable value for the item
6. The team shall then recommend to the President the procedure to follow for the proper disposal of property, in accordance with Florida Statutes 274.05 or 274.06.
 - a. Chapter 274.05 Surplus Property

The governmental unit first shall offer surplus property on bid to other governmental units in the county or district; and second, if no acceptable bids is received within a reasonable time, shall offer such property to other governmental units with a probability of such property being desired.

b. Chapter 274.06 Alternative Procedure

- (1) Without commercial value - may be donated, destroyed or abandoned.
- (2) Value of up to \$100.00 - may be disposed of for value to any person, or may be disposed of for value without bids to the state, to any governmental unit or to any political subdivision.
- (3) Value between \$100.00 and \$200.00 - shall be sold only to the highest responsible bidder after a request for at least three bids or by public auction.
- (4) Value of \$200.00 or more - shall be sold only to the highest responsible bidder or by public auction after publication of notice not less than one week nor more than two weeks prior to sale in a newspaper having a general circulation in Polk County.

Attachment: One

History: Adopted: 6.4 8240.1, November 19, 1974
 Renumbered: 6023, November 3, 1980
 Revised: April 17, 1982

<i>R L Collins</i>	<i>4/13</i>	<i>R L Collins</i>	<i>4/13</i>
Executive Responsible for Procedure	Date	Dean's Approval	Date
<i>Dan P</i>	<i>4/13</i>	<i>F. T. Senfesty</i>	<i>4/17/82</i>
Vice President's Approval	Date	President's Approval	Date