



## **Procedure 202-11 Surplus**

**Sponsor: Business and Administrative Services**

### **Purpose**

To establish proper procedures for the disposal of surplus property and universal waste.

### **Definitions**

Acquisition: The act of acquiring goods and services (including construction) for the use of a governmental activity through purchase, rent, or lease. Includes the establishment of needs, description of requirements, selection of procurement method, selection of sources, solicitation of procurement, solicitation for offers, award of contract, financing, contraction administration, and related functions.

Surplus Property: Property in excess of the needs of an organization and not required for its foreseeable use. Surplus may be used or new, but it possesses some usefulness for the purpose it was intended or for some other purpose

### **Procedure**

#### College Surplus

The Purchasing Department shall have full responsibility for the acquisition and disposal of all District surplus property. Requests for the acquisition or disposal of surplus property must be submitted in writing to the Purchasing Department.

#### *Surplus for sale or donation*

Equipment for sale shall be transferred to NAU surplus property department. The District has entered into a cooperative agreement with NAU to sell college surplus, primarily by public spot sale, and to reimburse the college 70% of the proceeds.

Donations of equipment to eligible non-profit institutions are handled on a case-by-case basis. A written request on institution letterhead, submitted to the Director of Purchasing and Auxiliary Services, is required. Approval of donations shall be made at the discretion of the Director of Purchasing and Auxiliary Services.

The District may benefit by disposing of larger items through an online government surplus auction (GovDeals.com). Approval of items to be auctioned shall be made at the discretion of The Director of Purchasing and Auxiliary Services and/or Executive Director of Facilities and Security. Employees of the District may bid on items through the online government surplus auction site.

#### Surplus for Disposal

Equipment that can no longer be used for its intended purpose and does not contain hazardous materials shall be disposed of properly by auxiliary services.

#### Surplus for Universal Waste

Equipment that can no longer be used for its intended purpose and contains hazardous materials no longer accepted by the landfill shall be stored in a secure location until such time as a sufficient quantity is acquired. The college contracts with a universal waste vendor to legally dispose of acquired items.

**References**

A.R.S. § 41-2602

**Procedure History**

10/25/2019      New and Adopted by Executive Leadership Council

07/07/2025      Revised Sponsor from Purchasing and Auxiliary Services to Business and Administrative Services

**Legal Review**

None (the contents of this procedure are substantially from state laws and procurement codes)