

EvCC2110P: SURPLUS PROCEDURE

Original Date: October 1, 2012

Revision Date: May 19, 2015

Policy Contact: Vice President of Administrative Services

PURPOSE STATEMENT

Responsible management of Everett Community College's resources includes an effort to maintain efficiency, profitability, sustainability and a healthy margin of return on investments when handling surplus resources. The College will strive towards reducing, reusing and recycling surplus resources on campus.

PROCEDURE

Department/Office Responsibilities

The department or office requesting surplus pick up must allow five (5) business days for retrieval of items after receipt of a completed Surplus Request form by Logistics Operations personnel.

The department or office requesting surplus must ensure the item(s) to be surplussed are clean, and/or have been properly decontaminated prior to requesting pick up.

Surplus Employee Responsibilities

Exercising the College's delegated authority to dispose of surplus property according to Washington State law, Everett Community College employees charged with surplus duties will use ethical principles and sound judgment to dispose of surplus property.

Inventory/ Resource Management

Excess and/or surplus property will be sold, transferred, donated, recycled, or thrown away. Disposal methods employed may include, and are generally limited to:

- Offering items to departments for campus use
- Sale or transfer to state agencies, tax-supported educational agencies, municipalities, or political subdivisions within the State of Washington
- Sale or transfer to public benefit nonprofit corporations with equipment rehabilitation programs (The Salvation Army, Goodwill, Volunteers of America, etc.)
- Sale to the public (employees and students are members of the public for purposes of surplus sales, and receive no special notification or consideration)
- Sale to agents, resellers or brokers
- Consignment
- Transfer of items to the Department of Enterprise Services surplus operation
- Recycling or throwing items away

Strategic and community partnerships, profitability, time and space availability, remaining worth or value of item, item function and appearance, environmental concerns and property portability are some of the considerations that may guide employees in selecting a method of surplus property disposal in a particular instance.

RELEVANT LAWS AND OTHER RELATED INFORMATION

[RCW 28B.10.029](#)

[RCW 43.19](#)

[Chapter 200-360 WAC](#)

REVISION HISTORY

Original Date: October 1, 2012

Revision Date: March 26, 2013

Revision Date: May 14, 2013

Revision Date: May 19, 2015

Last Review Date: May 19, 2015

APPROVED BY

VP Staff