



Policy Number: 500.2
Policy Title: Surplus Disposal
Subject: Section 500 – Financial Affairs
Date Adopted: July 2, 2017
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Approved by:


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POLICY STATEMENT:

The purpose of this policy is to insure the protection of Helena College assets and to provide a guideline for the College community when considering disposal of College property. All property and equipment acquired with College funds regardless of the source, donated or gifted to the College, or acquired through any other means for College use are the property of Helena College. Title remains with the College at all times until asset disposal.

All Helena College policies shall adhere to and be consistent with relevant state and federal laws, rules, and regulations and with Board of Regents' policies and procedures. (This paragraph updated 1/5/2021)

PROCEDURES:

College property may not be sold, traded-in, salvaged, scrapped, donated, or otherwise disposed of without prior written clearance from the State of Montana Surplus Property Program. The Helena College Director of Facilities will coordinate all requests for approval with the State of Montana Surplus Property Program.

The following procedures will be followed for all items being donated, sold, or used as a trade-in by the College:

Prior to the item(s) leaving college ownership and control:

1. Request and receive written clearance to transfer ownership from the Helena College Director of Facilities. This step may take several days or longer to complete depending on the type of item(s) involved in the request.
2. Request a Bill of Sale or a Transfer of Ownership document from the Business Office. This step may take several days or longer to complete depending on the type of item(s) involved in the request. You will need to provide the Business Office with the following information:
 - a. A copy of the written Surplus Property Program clearance to dispose of the item(s).
 - b. The make, model, serial number, condition, asset tag number, and any other identifying information that is available for the item(s).
 - c. Photographs of a sufficient nature to allow for positive identification of the item(s) being disposed; i.e. a picture of a vehicle showing make, model, and color; a picture of a stack of chairs showing type, color, and number; a picture of piece of equipment showing broken or damaged condition; etc.
 - d. Value to be received in exchange for the item(s).
 - e. The method that will be used to transfer the item(s) to the recipient, including the individual responsible for pick-up and delivery.
3. Obtain signature of recipient on the Bill of Sale or Transfer of Ownership document.
4. Return the signed Bill of Sale or Transfer of Ownership document to the Business Office.
5. Review the potential for media coverage of any donated items with the Helena College Director of Marketing.

The following procedures will be followed for all items being thrown away, scrapped, cannibalized, or otherwise disposed of other than by sale, trade-in or donation by the College:

Prior to the item(s) leaving college ownership and control:

1. Request and receive written clearance to transfer ownership from the Helena College Director of Facilities. This step may take several days or longer to complete depending on the type of item(s) involved in the request.
2. Request an Authorization for Disposal document from the Business Office. This step may take several days or longer to complete depending on the type of item(s) involved in the request. You will need to provide the Business Office with the following information:
 - a. A copy of the written Surplus Property Program clearance to dispose of the item(s).
 - b. The make, model, serial number, condition, asset tag number, and any other identifying information that is available for the item(s).
 - c. Photographs of the item(s).
 - d. Estimated fair market value of the item(s).

- e. The method that will be used to transfer the item(s) to the recipient, including the individual responsible for pick-up and delivery.
3. Follow proper disposal protocols for item(s) being disposed of:
 - Sell, trade-in, or donate items whenever possible.
 - Recycle whenever possible, especially items that can be sold as scrap.
 - Utilize appropriate entities for the disposal of items classified as hazardous.
 - Work with the Director of Facilities if you need help with the disposal.

References: [OMB Circular A-21](#), (Grants starting before 12/26/2014, [Uniform Guidance](#) (Grants starting after 12/26/2014) [MOM: Policy 335 Capital Assets](#), [BOR: 1003.6 - Transfers of interest in real property](#), [UM Policy Number: 909 Property/Equipment - Disposal](#) (Links updated 1/5/2021)