

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY E-4

DISPOSITION AND SALE OF SURPLUS/EXCESS PROPERTY

Section 1. General

- 1.1. Scope — To establish a policy for informing employees of BridgeValley Community and Technical College (BridgeValley) what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale. This policy is applicable to all departments and employees of the institution.
- 1.2. Authority — W. Va. Code §18B-1-6 and §18B-5-7
- 1.3. Effective Date — July 12, 2013

Section 2. Policy

- 2.1. All assets submitted to the Facilities Department as surplus property shall be screened to ensure that maximum utilization by BridgeValley has been met prior to each asset's disposal. Assets that are determined to have no utilization value will be disposed of as soon as possible.
- 2.2. Assets that are determined to still have value shall be maintained at each campus location for a minimum period of three (3) weeks for review and distribution with the college community. If these items are not redistributed within this time frame, disposition action will be taken.

Section 3. Definitions

- 3.1. "Property" is defined as any materials, supplies, and equipment for which BridgeValley holds ownership title. Property acquired by BridgeValley is generally titled to the College except where a funding entity has demonstrated in writing the intent to retain or transfer title.

Section 4. Background or Exclusions

- 4.1. This policy is based on provisions of the joint policy on purchasing of the West Virginia Council for Community and Technical College Education (Council), and West Virginia Higher Education Policy Commission (HEPC). This policy may not apply to property originally acquired by a funding entity other than BridgeValley which has restricted the disposition of the property.

Section 5. Responsibilities and Procedures

- 5.1. Sale of all surplus/excess property must meet the following requirements:

- 5.1.1. Ownership of property must vest with BridgeValley except where a funding entity has demonstrated in writing the intent to retain or transfer title.
 - 5.1.2. Written notification of surplus/excess property must be given by the owning department to the Facilities Director.
- 5.2. Sale will be accomplished in one of the following methods:
 - 5.2.1. BridgeValley may dispose of surplus or obsolete materials, supplies, and equipment by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise.
 - 5.2.2. Auction sale
 - 5.2.3. Sealed bid sale.
- 5.3. Sale of surplus/excess property and frequency thereof shall be determined based upon one of the three (3) above-referenced options. Proceeds from the sale of assets funded from special revenues or auxiliary revenues will be returned to the department, less administrative cost. Proceeds from the sale of assets funded by other sources of revenue shall be deposited into BridgeValley's miscellaneous account.
- 5.4. BridgeValley reserves the right to dispose of surplus or obsolete materials, supplies, and equipment through the surplus property unit of the Purchasing Division of the West Virginia Department of Administration, with all of the rules and regulations of the Department of Administration being followed.

