DISPOSITION OF COLLEGE PROPERTY PROCEDURES

# Procedure: Disposition of College Property

**Contact: Facility Engineering & Operations**

**Goal: Provide Guidelines for Disposition of Madison College Property**

1. The Manager/Dean with authority over the departmental-owned property being proposed for transfer/disposal will be responsible for the following initial steps of the procedure:
* Identify equipment for disposal. Review [[[Equipment Disposal Guidelines](https://madisoncollege365.sharepoint.com/sites/FS/SitePages/Fixed-Assets-%28equipment%29.aspx)](https://madisoncollege365.sharepoint.com/sites/FS/SitePages/Fixed-Assets-%28equipment%29.aspx)](https://madisoncollege365.sharepoint.com/sites/FS/SitePages/Fixed-Assets-%28equipment%29.aspx) (https://madisoncollege365.sharepoint.com/sites/FS/SitePages/Fixed-Assets-(equipment).aspx) before proceeding. The Technology Services department handles computer and audiovisual equipment.
* Determine the fair market value of the departmental property. Madison College cannot donate assets with fair market value. The fair market value is determined by completing market research to determine what a purchaser would agree to pay for the items with full knowledge of the condition.
* Designate a location for storage of departmental property until disposition is completed.
* Complete a [Transfer or Disposal of Equipment Form](https://apps7.madisoncollege.edu/forms-db/transfer-or-dispose-equipment) located under the letter “T” on the Forms database found in the Madison College [Forms and Documents Database](https://apps7.madisoncollege.edu/forms-db) (https://apps7.madisoncollege.edu/forms-db).
* Review the form with the appropriate Vice President and obtain their written approval.
* Inform Facility Operations of the departmental property being proposed for disposal or transfer by forwarding [Transfer or Disposal of Equipment Form](https://apps7.madisoncollege.edu/forms-db/transfer-or-dispose-equipment) completed and signed to the Facility Operations office via interdepartmental mail and attaching a copy to a [Service Work Request Form](https://madisoncollege365.sharepoint.com/sites/FEO/SitePages/Service-Work.aspx) (https://madisoncollege365.sharepoint.com/sites/FEO/SitePages/Service-Work.aspx). If it is determined that equipment is indeed to be disposed of, complete other forms, as necessary, located on Madison College [Facilities Engineering & Operations webpage](https://madisoncollege365.sharepoint.com/sites/FEO) (https://madisoncollege365.sharepoint.com/sites/FEO).
1. Technology equipment
	* All computers/laptops, computer-related equipment, and audio/visual (AV) equipment will be managed by Technology Services.
		1. Technology Services manages the equipment and warranties, including scheduled equipment refresh. If any computer or computer-related equipment breaks down or is no longer needed by the department, they should submit a Help Desk Ticket requesting replacement, transfer, or disposal of the equipment. Technology Services will manage the disposal or transfer.
			1. Place back in service - Alert Madison College employees of the item’s availability to be placed back in service to the College.
			2. Computer or equipment with internal memory: Recycle through a certified recycler or resell in Bookstore, ensuring that certification of destruction is provided.
			3. Computer or other equipment without internal memory – i.e., keyboards, televisions, microwaves, cords, etc., should be recycled through the most efficient means available, typically the same vendor as computer disposal
2. Facility Operations has the following responsibilities related to the disposal/transfer procedures:
* Evaluate the disposition request based on data provided in the [Transfer or Disposal of Equipment Form](https://apps7.madisoncollege.edu/forms-db/transfer-or-dispose-equipment).
* Verify that other agencies have no restrictions on the disposal/transfer of the identified departmental property (i.e., grant-funded purchases may require a specific disposal method).
* For each item with an estimated value of $25,000 or more, the College must submit a list to the Wisconsin Technical College System office for approval to dispose of the property.

*Disposal of Property*

*S. 38.14(2)(bm) Wis. Stats., allows district boards to request approval from the state director to sell any property which it finds to be no longer needed by the District. Real property sales typically involve high cost items that require state board approval; therefore, a specific process has been developed for that purpose. For personal property sales (equipment, furniture, etc.) districts are required to develop disposal policies that include language that requires the following component. Those policies that include these components will be considered as satisfying the requirement to requesting approval of the state director for items less than $25,000. Items with a value of $25,000 or more will require approval of the state director.*

* Establish the method of disposition:
	+ Items identified for disposition to archives will be placed in Central Storage.
	+ All other furniture, equipment, and durable goods:
		- Trade-in item on purchase of replacement item.
		- Repurpose internally - Alert Madison College employees of the item’s availability to be placed back in service to the College.
		- Repurpose with K-12 or higher education partners – Any items the College cannot repurpose internally can be offered to public K-12 and higher education schools within the District. The school will retrieve the item from the College. The school cannot dispose of these items and must return them to the College to ensure compliance with the Madison College disposal guidelines.
		- Auction/Sale - Items available after the above steps will be offered for sale by public auction or through a surplus sales organization. Typically, the College disposes of equipment with UW Surplus with a Purpose (SWAP) or Wisconsin Surplus.
		- Recycle or disposal – Facility Operations will coordinate the disposal of any items remaining after a public auction or surplus sales. These items may be recycled or thrown away as refuse. Items may not be donated or given away at no cost to any organization other than the College itself during the internal repurposing phase of disposal.
* Facility Operations will inform Financial Resources Fixed Assets office of disposition action. Inventory records will then be adjusted. Facilities Operations will also maintain records of the disposition action.
* Payments received for any/all properties shall be forwarded to the Madison College Financial Resources Department.
* Any item with a charge for disposal (i.e., electronic waste) shall be paid by the department that owned the equipment.

**Notes on Special Dispositions**

* Disposition of books, materials, supplies, etc.: All items, including complimentary books, materials, supplies, etc., are considered college property when they are provided to employees of the College by a publisher, vendor, etc. Disposition of these items is subject to this procedure.
* Disposition of abandoned property: Any abandoned property may be disposed of by using standard surplus methods, provided reasonable attempts to notify the owner have been made.

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