**PURCHASING DEPARTMENT**

**General Guidelines**

**for**

**Fixed Assets Inventory and Surplus Property**

**Fixed Asset Inventory**

Policy Number 622, titled SCCD EQUIPMENT INVENTORY, states that the Seattle Community Colleges (SCC) shall adhere to Department of Enterprise Services rules and regulations regarding fixed asset equipment inventory.

**I. Categories of Fixed Assets**

***Capitalized Assets*** are those assets with a unit cost of $5,000 or greater, including ancillary costs of transportation, taxes, installation, and warranties, a useful life of one or more years, and legally considered either real or personal property.

List of Capitalized Assets with their related Object/Sub-Object Codes:

* Non-computer equipment, Code *JC*
* Computer Hardware, Code *KC*
* Computer Software, Code *KD*

***Small & Attractive Assets*** are those assets with a unit cost of $300 to $5,000, including ancillary costs of transportation, taxes, installation, and warranties, a useful life of one or more years, and being particularly susceptible to loss.

List of Small & Attractive Assets with Object/Sub-Object Code of *JAJB*:

* Weapons, firearms, signal guns and accessories
* Digital cameras
* Portable video projectors
* Portable computer equipment such as laptop computers, tablets
* Digital video cameras

**II. Fixed Asset Inventory Procedure**

1. Purchasing identifies the *Capitalized Assets* and *Small & Attractive Assets* upon placing a Purchase Order, assigns a state of Washington TAG number, fills out the initial information of the order in Section 1 of the Fixed Assets Reporting form, and emails the form to the Requesting Department;
2. Department receives the product, completes Sections 1 and 2 of the form, and emails it back to Purchasing at *FixedAsset@seattlecolleges.edu*;
3. Purchasing sends the TAG sticker to the individual that has the asset in his/her possession (Custodian) through campus mail; and
4. Department/Custodian receives the *TAG and SCC Property* stickers and attaches it to the asset immediately upon receipt.

**III. Safeguarding Assets**

All the SCC assets are *state* property. It is the full responsibility of each department to protect its assets, to prevent it from any loss or damage, and to ensure that the asset has its TAG affixed. The department is also responsible to report any and all changes to the status of an asset by updating its relevant Fixed Assets Reporting form and sending it to Purchasing as an attachment to an email to *FixedAsset@seattlecolleges.edu*.

There are assets that cost between $300 and $5,000 and do not have state TAGs but are susceptible to theft. Examples are televisions, flat screen computer monitors, microscopes, or hand-held tools. These products must be fully-protected by Custodians and departments. Each College and its departments should determine the best method of tracking these assets and to prevent them from potential loss or damage; i.e., securing them in locked spaces or by locked cables, and marking them by a *SCC* *Property* sticker.

**Surplus Property**

Policy Number 625, titled DISTRICT SURPLUS PROPERTY, states that the Seattle Community Colleges has independent authority to dispose of its assets in accordance with RCW 28B.10.029, and follows the Department of Enterprise Services policies for its property disposition.

**I. Fixed Asset Surplus Property Procedure**

All SCC assets are public property regardless of their value; therefore, they cannot be thrown away, given away, sold, or traded-in when they become obsolete or unusable. The department holding the asset must prepare a detailed list of its surplus items and send it to Purchasing by emailing *FixedAsset@seattlecolleges.edu*. This list, in the form of MS Word document or MS Excel spreadsheet, should include: (a) description of each asset, (b) brand name and model, (c) serial number, (d) state TAG number, (e) location - building name and room number, and (e) any special characteristics or instruction.

The Fixed Assets Reporting form provides sections to report transfer, disposal, lost, or stolen assets. The Custodian of the asset is responsible to fill out the appropriate section(s) of the form and email it to *FixedAsset@seattlecolleges.edu**.*

The Purchasing Department processes surplus property requests through the Department of Enterprise Services (DES) Surplus Property online system and according to Washington state rules and guidelines. The DES Surplus Property arranges for the trade-in, direct sale to other state agencies, sale to the general public, or disposal of the assets, and provides the proceeds of sale, if any, to the Seattle Community Colleges.

**II. Fixed Asset IT Surplus to Non-Profit Organizations**

RCW 43.19.19191 allows SCC to donate surplus computer equipment to qualified non-profit organizations. WAC 200-360-015 states “All surplus actions, including those described in the regulation, will require submittal of the appropriate surplus document form to general administration (DES).” As with the regular equipment surplus procedures, computer equipment requires the department holding the asset to prepare a detailed list of its surplus items and send it to Purchasing by emailing *FixedAsset@seattlecolleges.edu*. This list, in the form of MS Word document or MS Excel spreadsheet, should also include: (a) description of each asset, (b) brand name and model, and (c) any special characteristics or instruction.

Purchasing notifies DES each time surplus is to be sent to the non-profit for recycling. As always, please email fixedasset@seattlecolleges.edu if any computers have a TAG sticker.  Otherwise, you don’t need to contact us.