

SSCC Inventory Management Surplus and Scrapping of Unwanted Inventoried Equipment

Quick Steps:

Determine what needs to be surplused and send an email to Bernice Armstrong in Campus Services that includes:

- a. Description
- b. Condition
- c. Age
- d. Brand name and model
- e. Serial number
- f. State identification tag number if applicable
- g. Approximate value (Initial appraisal of material is to establish probable sale, exchange or destruction value or cost.)
- h. Any special characteristics if applicable.

Bernice ensures the items are ready for pick-up and coordinates with Campus Services personnel to have the items moved to the warehouse or coordinates an alternative storage plan.

Bernice contacts Lisa Gacer at the District Purchasing Department by forwarding the email with the specific information about the items for surplus.

Lisa will remove those items from the inventory database within FMS and will coordinate pick-up by State Surplus of the unwanted items.

The Business Office on the campus does not need to be involved in the process, as the formal record of inventoried items is managed by District Purchasing.

Scrapping

If the items are not of any value in any way, they can be “scrapped”. Research completed by the District Purchasing office found that Neil Houseman of WA State Surplus said SCCD has independent authority on scrapping items. The District needs to keep an internal record of the tags and the items we scrap. By following the same steps above, simply send an email with the detailed information listed and indicate that the item(s) are being scrapped and the disposition (scrapping) date.

WAC 236-48-190 Surplus property disposal priorities. Excess and/or surplus property will be offered for sale, transfer, or donation as designated below and according to the following priorities:

- (1) Sale or transfer to state agencies (including state universities and colleges);

- (2) Sale or transfer to other tax-supported educational agencies;
- (3) Sale or transfer to tax-supported agencies, municipalities or political subdivisions within the state of Washington;
- (4) Sale or transfer to public benefit nonprofit corporations;
- (5) Donation of surplus, tangible personal property to qualified shelters as described in and in accordance with RCW [43.19.1920](#).
- (6) Sale to the general public including by auction, sealed bid and negotiation; and
- (7) Other action as needed, such as destruction where it has been determined that the item has no sale value.

SEATTLE COMMUNITY COLLEGE DISTRICT POLICY

NUMBER: 625

TITLE: DISTRICT SURPLUS PROPERTY

It is the policy of SCCD to dispose of all surplus properties by transfer within the three colleges and District Office in accordance with the Office of Financial Management regulations.

SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURE

NUMBER: 625.10-.60

TITLE: SURPLUSING EQUIPMENT AND MATERIALS

625.10 Surplusing Equipment and Materials When equipment or materials are to be surplused by college or District departments, a memorandum is sent to the District Purchasing Office.

Required information includes:

- i. Description
- j. Condition
- k. Age
- l. Brand name and model
- m. Serial number
- n. State identification tag number if applicable
- o. Approximate value (Initial appraisal of material is to establish probable sale, exchange or destruction value or cost.)
- p. Any special characteristics if applicable.

625.20 Surplusing Action The District Purchasing Department reviews the equipment or material to be disposed of and by combining the information received from the surplusing department with other informational sources will determine the appropriate method for each surplus action.

625.30 Notifying College and SCCD Departments When the District Purchasing Office is notified of available surplus equipment or materials, a search will be made for departments interested in acquiring surplus goods.

- 625.30.1 Departments with known needs in specialty areas will be contacted directly by the District Purchasing Office.
- 625.30.2 Notification of general type items will be forwarded to the College Business Offices for review and appropriate college distribution.

625.40 Transferring Equipment or Materials Between Colleges and SCCD Departments This may be a result of interaction between departments directly or by working through the District Purchasing Office.

- 625.40.1 The surplusing department issues a "Charge of Credit" form to the receiving department indicating the item and the amount to be transferred.
- 625.40.2 A copy of the "Charge of Credit" form indicating inventory information is sent to the individual college MIS-8 coordinator by the surplusing department.

625.50 processing Surplus Equipment or Material Outside the District Surplused equipment or materials not transferred within SCCD will be processed through the Washington State Surplus properties Division. The District Purchasing Department will work with the Washington State Surplus properties division arranging for trade-in, direct sale to other state agencies, or sale through surplus bidding.

625.60 Funds received as a result of the sale of surplus equipment or materials will be credited to the surplusing department budget.