



(POLICY)

Policy:	Surplus Property	Policy No.:	F16007
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	VP Admin & Finance
Approved:	April 25, 2019		
Revised:	October 31, 2019		
Reviewed:	April 22, 2021		
Revised:	September 15, 2022		

Purpose

This policy assigns authority and responsibilities over identifying and disposing of the College’s obsolete and surplus property.

Statement of the Policy

This policy recognizes the need to dispose of obsolete and surplus property as well as property which has been badly damaged, or in other ways made unusable. Administrative management of the College’s surplus property rests with the Purchasing Department. This department is charged with the responsibility of ensuring that the College complies with all New York State laws which govern the management of surplus property. Surplus property shall be managed whenever possible to maximize potential re-use, revenue, or in a manner that supports sustainability and furthers the primary purposes of the College.

Obsolete and surplus property will be sold on in a public manner on a bid basis. The College shall obtain the best price possible for goods sold under this policy. Any surplus items that remain unsold may be sold for scrap. Property that is broken or damaged and is not salable, the College will dispose of and not offer for public sale.

The College may transfer by sale or gift surplus equipment to other municipalities, school districts, college affiliates, and the State of New York upon approval by the Finance and Facilities Committee.

Related Documents

- SUNY Broome Purchasing and Contract Guidelines
- F16007.1 Surplus Property Procedure

To Whom It Applies

This policy and applicable procedure is effective throughout the College, and shall apply to all College departments where there is a need to dispose of Surplus Property.

Definitions

Surplus property: Property that a College department determines is no longer functional for its needs. This is anything that is subject to ownership, except land.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification</i>	03/25/2020	KP	<i>Secretary – VP Student Development</i>
Reviewed/revised	03052021	JT	Controller
Revised	09152022	MS	VP Admin & Finance