

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SURPLUS PROPERTY

Effective June 1, 2006

Policy No. 9-08

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- (A) Proper resource management is essential to maintaining the public's trust in the college's ability to administer its resources. This policy is intended to address the transfer or disposal of property. Other aspects of acquisition and record keeping are addressed by other college policies and procedures.

- (B) All property purchased by, donated to, or otherwise acquired by Columbus State Community College is considered property of the college. Property that is no longer needed to meet the mission of the college and is declared to be surplus property shall be responsibly and properly disposed of following the procedures outlines in Procedure No. 9-08 (D), Disposal of Surplus Property. This policy applies to the disposal of surplus equipment, materials, furniture and related supplies. It does not apply to the disposal of real estate.

Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies and sound business practices shall be observed.

- (C) The President of the college shall establish procedures to administer this policy.