



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** College-Owned Equipment: Use, Inventory, and Surplus  
**Procedure Number:** 01-2003-0006  
**Board Policy Reference:** IV.H.

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**Accountable Administrator:** VP Administrative Services  
**Position responsible for updating:** AVP Finance and Business Operations  
**Original Date:** November 1976  
**Date Approved by Cabinet:** 05-22-18  
**Authorizing Signature:** *signed original on file*  
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### **Purpose/Principle/Definitions:**

College-owned equipment (e.g., copiers, computers, laptops, projectors, office machines, furniture, vehicles, departmental equipment and supplies) is intended to be used for educational purposes and confided to official college business by college personnel. All staff will exercise vigilant care of all college-owned equipment. If apparent negligence is associated with the loss of, or damage to, college-owned equipment, the employee will be held responsible and the Vice President of Administrative Services may order appropriate reimbursement in addition to disciplinary action.

Under no circumstances are college personnel to use college-owned equipment and college facilities to perform work for themselves and/or that is personal in nature. Exceptions to this procedure must be approved by the president, and authorized use shall be consistent with ORS Chapter 244.

**Note:** Except as noted by Oregon Government Standards and Practices Commission rulings or noted explicitly in other BMCC policies and procedures, the use of any college-owned property or equipment for personal purposes is a misappropriation of public funds and, as such, could be subject to criminal sanctions.

Use of college-owned equipment by outside organizations such as clubs, churches, political or non-profit groups, etc., is allowed only after a requesting organization completes the Facility and Equipment Use Agreement and submits it to the Vice President of Administrative Services for approval.

The college will maintain an inventory of all fixed assets, maximize intended use, and provide a systematic procedure for the surplus of all capital fixed assets and/or non-capitalized equipment and supplies in accordance with governmental accounting standards. The VP of Administrative Services is authorized to develop appropriate regulations regarding the care and use of college-owned equipment and supplies, vehicles, facilities, etc.

The college's inventory will be updated annually to include property newly purchased, donated, sold, and disposed. Current records shall be maintained for the receipt, distribution, disposal, and inventory of commodity goods, as required by federal law. The college may authorize the employment of an appraisal company to assist with the inventory procedure.

Supply inventory records (supplies under \$1,000) should be maintained by each department in order to assist the department with budgeting and purchasing.

### **Definitions:**

**Fixed assets** are defined as college-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, etc.), and equipment with a value greater than \$5,000 as defined by the *Local Budgeting Manual*, published by the Oregon Department of Revenue.

**Equipment or Vehicles** are defined as college-owned property that will have a useful life of greater than one year. Equipment with a value greater than \$1,000 is included as part of the annual inventory.

**Supplies** are defined as college-owned property with a useful life of less than one year.

**Surplus** is defined as: equipment and/or supplies identified as no longer useful to the college, unsuitable for use, too costly to repair, or obsolete with no monetary value.

### **College Inventory:**

- When new equipment is needed by the department, prior approval is required by the respective vice president.
- Once approval is granted, the department will submit a purchase order through the RAPs system. Procurement requirements must be followed. Questions can be directed to the procurement officer in the Business Office. Equipment or item will be assigned an appropriate object code for the type of equipment being purchased.
- Equipment must be received by the Shipping and Receiving Department, which will provide Accounts Payable notification to process payment to the vendor from which the equipment was purchased.
- Any college-owned equipment received with a purchase value of greater than \$1,000 will be identified with a BMCC Asset tag. Any information technology (IT)-related equipment will be tagged by a designated IT staff member. Non IT-related equipment will be tagged by the Finance staff. The Fixed Asset Inventory Purchases form will be completed by these staff members.

- In-kind donations received will be processed through the President's office (see procedure 01-2005-0019). Finance staff will tag items as necessary.

**Facility and Equipment Use Guidelines: See administrative procedure 06-2016-0001 – BMCC Facility Use Policy**

**Surplus and disposal process:**

The President may, at any time, declare college property as surplus and authorize its disposal when such property is no longer useful to the college, unsuitable for use, too costly to repair, or obsolete.

Surplus personal property (temporary or movable property) shall be disposed of in the most efficient and cost-effective manner possible. The President or his/her designee recognizes the authority of each facility administrator or department director to determine when equipment or materials are no longer of value or of benefit to the college's mission.

**Transfers, Sale, or Disposal of Surplus**

1. BMCC departments will identify equipment and items that are in need of disposal. Department heads will send the list to their respective vice president for approval to dispose of the items.
2. Administrative Services will work with the BMCC Department for disposal of the college equipment in the most efficient and cost-effective manner possible within the following guidelines:
  - a. The equipment may be offered internally to other college departments. Equipment will be transferred on a first-come first-served basis. Delivery arrangements must be coordinated through the Maintenance Department. Any moving, transfer, or set-up costs will be paid by the department acquiring the surplus equipment.
  - b. The college may sell or donate surplus property to K-12 districts, public agencies, or non-profit organizations within the BMCC district boundaries,
  - c. The college may organize a public sale. A public sale may be by silent bid or live auction and will be advertised locally. A list of equipment sold shall be reported to the Finance Department within two (2) business days of the sale, including: items purchased, sale prices, and total sales. The college may hold a pre-auction sale available only to public agencies before taking bids from the public.
  - d. The college may use the State Surplus system ORPIN for help in the sale or disposal of fixed assets.
  - e. If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the college, or if the property is more suitable for salvage than for donation or sale, then the president may authorize the college to dispose of it in another manner.
3. Any moving, transfer, or set-up costs will be paid by the department, agency, or buyer acquiring the surplus equipment.

4. Once equipment is moved, transferred, or recycled the department disposing the surplus equipment must complete the Fixed Asset Inventory Deletion form listing the surplus equipment or items. The form must be signed by the department Head and the respective VP, then sent to the Asset and Contracts Coordinator for updating the College's asset software system.

**Special Forms:**

Fixed Asset Inventory Form (Deletions, Transfers, & Sales)

**Legal References:**

OAR 125-050-0400

ORS 279A.025 Application of Public Contracting Code

ORS Chapter 244 Government Ethics

ORS 341.290 (5)

Community College Accounting Manual, Department of Community College and Workforce Development

Oregon Government Standards and Practices Commission Laws, *a Guide for Public Officials*