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

Accountable Administrator: Chief Operating Officer
Position responsible for updating: Chief Finance Officer
Original Date: November 1976
Date Approved by Cabinet: 05-22-18
Authorizing Signature: *signed original on file*
Dated: 05-22-18
Date Posted on Web 06 01 18
Revised: 12-1105-18
Reviewed: 05/18

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*



Blue Mountain Community College Facility and Equipment Use Agreement

Organization Name _____

Name _____

Address (for billing purposes) _____

Phone Number(s) _____

Description of intended use, specific location of use and type of facility or equipment requested (be specific):

Date(s) of Use From _____ to _____

Hours of Use (include what time you want to access the facility): From: _____ to _____

Terms and Conditions: This Facility Use Agreement is between Blue Mountain Community College and the organization/individual identified on this form, hereinafter referred to as "User". User agrees to be responsible for the proper care and use of the facility and the equipment. User assumes the responsibility for damage to the facility and cost of repairs beyond normal use caused by User. User agrees to use only the area and space referenced in this form, for only the stated purpose, and at the location as described above.

User understands while utilizing this space the User is subject to the policies and procedures for the college. The College reserves the right to charge a surcharge for equipment used past the dates indicated on this form.

User understands fees may be assessed for the use of these areas and an estimate will be provided to User before a final agreement to utilize facilities or equipment is made. User must show proof of liability insurance for the requested activity. User must comply with specific requirements outlined in this Agreement. Be it further understood that Blue Mountain Community College assumes absolutely no financial responsibility for any injury, accident, or lawsuit that may occur during the User's tenure of grounds or facilities.

I have agreed to the conditions and fees. Please provide proof of insurance at time of request.

Signature _____ Date _____

For Blue Mountain Community College Use Only

Approved _____ Not Approved _____ Signature _____

Use Fees: _____ Facility Use - Proof of Insurance is provided and attached _____

Special Directions, information or restrictions for facility or equipment use: _____

Equipment – if approved: Model number _____ Serial number _____

_____ Equipment Returned BMCC Staff Signature _____ Date _____

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Admin Procedure 01-2005-0002

Revised 4-2018

FIXED ASSET INVENTORY

“Deletions, Transfers, and Sales”

DEPT _____ DEPT # _____ MONTH/YEAR _____

() **Transfers between Buildings** Transfer to whom: _____
 (Must be approved by VP)

() **Deletions (if vandalized or stolen)** Report Date: _____
 (Attach an Incident Report form)
 (Must be approved by VP)

() **Surplus Sale Deletions (if determined to have value)** Deletion Date: _____
 (Attach surplus listing of items to be sold and how much sold for)
 (Must be approved by VP)

() **Recycling Deletions (if determined to have no value)** Deletion Date: _____
 (Must be approved by VP and IT Manager)

() **Other Deletions (Sold/Donated/Traded/Swap/Parts)** Sold/Donated Date: _____
 (Must be approved by VP or IT Manager, if IT related)

Sold/Donated - To whom: _____

Address: _____

Inventory Tag #	Description, Brand & Model #	Serial # or VIN #	Qty	Unit Cost or Sale Amount	Building & Room #
			1	\$	
			1	\$	
			1	\$	
			1	\$	
			1	\$	
			1	\$	
			1	\$	
			1	\$	
			1	\$	
			1	\$	

\$ _____

VP Signature: _____ Date: _____

Manager Signature: _____ Date: _____



(Staff initials)

I verify, items have been decommissioned with all internal hardware accounted for, inventory tags removed, and attached.

Please complete form and return to the Finance Department – Thank You.

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FIXED ASSET INVENTORY

“Purchases & In-Kind Donations”

DEPT _____ DEPT # _____ MONTH/YEAR _____

() **In-Kind Donation**
 (Attach the In-kind Gift Donation & Receipt form)

Donor(s) Name: _____

() **Purchases/Additions**

Vendor Name: _____

PO Number: _____

Acct Number(s): _____

<u>Object</u>	
6205	Technology Equip - \$0 - \$999.99 Non-Depreciable - items will be inventoried
6251	Technology Equip - \$1,000 - \$4,999 Non-Depreciable - items will be inventoried
6260	Instructional Equip - \$1,000 - \$4,999 Non-Depreciable - items will be inventoried
6270	Non-Instructional Equip - \$1,000 - \$4,999 Non-Depreciable - items will be inventoried
6290	Miscellaneous Equip - \$1,000 - \$4,999

<u>Object</u>	
8410	Instructional Equip - \$4,999.99 & greater Depreciable - items will be inventoried
8420	Non-Instructional Equip - \$4,999.99 & greater Depreciable - items will be inventoried
8460	Technology Equip - \$4,999.99 & greater Depreciable - items will be inventoried
8610	Software - \$4,999.99 & greater Depreciable - items will be inventoried

Inventor y Tag #	Description, Brand & Model #	Serial # or VIN #	Qty	Unit Cost or Est. Value	Building & Room #	Lif e
			1	\$		
			1	\$		
			1	\$		
			1	\$		
			1	\$		
			1	\$		
			1	\$		
			1	\$		
			1	\$		
			1	\$		

\$ _____

VP Signature: _____ Date: _____

Designee Signature: _____ Date: _____

(Staff initials)

I verify, items have been installed, in working condition, and inventory tag adhered.

Please complete form and return to the Finance Department – Thank You.

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