

Hazel Wilson

Approved 10-27-06 Local Policy-new approved by Dr. Hudson

VP's Office

**SURPLUS PROCEDURES FOR DISTRIBUTION OF SURPLUS COMPUTERS
AND RELATED EQUIPMENT TO NON PROFIT ORGANIZATIONS AND
SCHOOLS**

1. Request comes to Vice President from an approved agency;
2. Office Manager will review surplus computer listing to determine if the college has items available to meet the need;
3. If it is determined we have the necessary documentation for the non profit organization, Office Manager will set up an appointment with an approved person who can sign for the property, VP and Physical Plant;
4. Office Manager will prepare a packet of the necessary documents for the non profit organization to sign as to receiving the equipment, and the VP will have paper work completed at the site;
5. The VP will return the paper work to Office Manager for processing Inventory Removal Forms and processing them so that the item(s) are marked for removal from our Fixed Asset Inventory System,

Version 10-26-06 Surplus Procedures for Distribution of Surplus Computers and Related Equipment to Non Profit Organizations and Schools