

## Palo Alto College

### College Procedure

**Procedure Number:** B 5.0  
**Procedure Title:** Surplus Disposal Procedures  
**Relevant Board Policy:** [C.2.7 \(Policy\) Equipment/Property Management](#)  
**Originating Unit:** Information Technology Services  
**Maintenance Unit:** Vice President of College Services

- I. Purpose: The purpose of this document is to set procedures to follow for surplus purposes.  
It is the department's responsibility to confirm that any equipment with or without asset tags going through the surplus property process is “Good – But No Longer Needed” or “To Be Disposed Of”. Purchasing and Contracts Administration Department takes no responsibility in this matter.

- II. Procedure Statements:

#### **Furniture Surplus Property.**

If the surplus property is furniture, departments will complete a Property Transfer Form (PTF) provided by Purchasing and Contract Administration Department.

#### **Procedures for Disposal of Furniture Surplus Property.**

1. Please fill out the PTF as indicated on the form. Any items without an Alamo Colleges District tag or serial number must be described to the best of your knowledge. Run a department inventory report from WiseTrack and photograph the item to accompany the PTF for Surplus or Disposal. If the assets are tagged, highlight them on your report. If the assets are not tagged, state the assets are not tagged in the email to be sent below and include photos of the items.
2. PTF, photos and the WiseTrack report is to be emailed to the Director of Information Technology Services and IT Client Support Specialist for signature.
3. Director of Information Technology Services will send the PTF and WiseTrack report to the VP of College Services for signature and copy all parties involved.
4. VPCS will return the PTF and the WiseTrack report to the requesting department.
5. The department will send the signed PTF to Inventory Control at [dst-transfersurplus@alamo.edu](mailto:dst-transfersurplus@alamo.edu), indicating “Good – But No Longer Needed” or “To Be Disposed Of”.

6. Surplus will contact the department to schedule a pick up by a vendor or to contact Facilities (work order must have PTF attached) for disposal. It is the Department's responsibility to enter a facilities work order.
7. The department will email and retain the signed copy, by vendor or facilities indicating disposal is complete, to inventory control at [dst-tranfersurplus@alamo.edu](mailto:dst-tranfersurplus@alamo.edu).

### **Computer/Electronic Surplus Property.**

All Computer/Electronic Surplus property must be transferred through WiseTrack to Information Technology Services (ITS). Once in ITS possession, ITS will determine if the equipment must be disposed of. These items must be disposed of immediately-- do not hold items indefinitely and delay the start of the surplus process.

### **Procedures for Disposal of Computer/Electronic Surplus Property.**

1. Please fill out the PTF as indicated on the form. Any items without an Alamo Colleges District tag or serial number must be described to the best of your knowledge. Run a department inventory report from WiseTrack to accompany the PTF indicating for Surplus or Disposal. If the assets are tagged, highlight them on your report. If the assets are not tagged, state the assets are not tagged in the email to be sent below and include photos of the items.
2. PTF and the WiseTrack report will be sent to the Director of Information Technology Services and Client Support Specialist for signature.
3. Director of Information Technology Services will send the PTF and WiseTrack report to the VP of College Services (VPCS) for signature
4. VPCS will return the PTF and the WiseTrack report to the requesting department.
5. The department will send the PTF to [dst-tranfersurplus@alamo.edu](mailto:dst-tranfersurplus@alamo.edu), indicating "Good – But No Longer Needed" or "To Be Disposed Of".
6. Surplus will contact the department to schedule a pick up by a vendor for disposal.
7. The department will retain the signed copy by vendor or facilities indicating disposal is complete and email it to inventory control at [dst-tranfersurplus@alamo.edu](mailto:dst-tranfersurplus@alamo.edu).

The following items MUST be considered as "Computer/Electronic Surplus" regardless of working condition:

Cash Registers, Copiers, Desktop Computers, Digital cameras, EKG Machines, Fax Machines, LCD (Flat Screen) Monitors, Media - Magnetics (hard drives, tapes, etc.), Mobile Computers (laptop, notebook, etc.),

Peripherals (keyboards, mice, docking stations, speakers, etc.), Printers, Scanners, Servers, CRT Monitors, Audio/Video Equipment, TVs, any item that may contain data, or any item that has a keyboard

*\*Please allow up to 3 weeks for the process to be completed*

Date Issued: September 19, 2017

Approved: (signed: Dr. Mike Flores)  
President