

EQUIPMENT AND SUPPLIES MANAGEMENT
DISPOSAL OF PROPERTY

CIB
(LOCAL)

**Disposal of College
District Property**

The District President or designee is authorized to declare College District materials, equipment, and supplies to be unnecessary and will dispose of unnecessary materials, equipment, and supplies for fair market value. If the unnecessary property has no value, the District President or designee may dispose of such property according to administrative discretion.

Items purchased with state or federal funds will be managed according to state and federal regulations, including surplussing items when appropriate.

**Disposal of
Abandoned or
Unclaimed Personal
Property**

The District President is authorized to dispose of abandoned and unclaimed personal property in accordance with College District regulations. These regulations will address, but not be limited to, the following topics:

1. Notices of lost and found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.
2. A range of options for locating owners of abandoned property that is not turned in to a lost and found location. These options may address such items as abandoned cars or other large items.
3. Disposal procedures including donations to charity or student organizations, sales, and auctions.

Any monies realized from disposal of unclaimed or abandoned personal property will be deposited in the College District's general fund.

[For the applicability of the abandoned property procedures under Property Code Chapter 76, see CD]