



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6550.1 Disposal of Property

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

- Delegation by Vice Chancellor of Business Services to appropriate administrator(s) of authority to dispose of property to highest bidder through an authorized auction
- Schedule for disposal of personal property (e.g., library books, theatre props)
- Schedule for disposal of equipment (e.g., computers, copiers, vehicles)
- Authority to dispose of property in lots
- Most cases a listing of surplus materials will be forwarded to the Vice-Presidents of Administrative Services to be reviewed prior to public auction.
- Auctioneer will post the proposed auction for public viewing
- Provision that staff may dispense with posting/publication and sale to the highest bidder if the surplus property is exchanged with, sold, or donated to a school district, community college district, or other public entity; or the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the district complies with specified conditions
- District employees may not buy property declared to be surplus (this is an element of conflict of interest)

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given to District campuses. Notification should be posted via public notice for not less than two weeks.

The auction company shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- (a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- (b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- (c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met:

- (a) The property is sold or leased to another local governmental agency, or to a non-profit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
- (b) The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility

If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by auction company at private sale without advertising, Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by auction company at private sale without advertising.

References: BP 6550
Education Code Sections 70902(b)(6) and 81450 et seq.

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.