EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

CDB-3 **Property Retirements**

APPROVED: July 24, 1987 **REVISED**: November 8, 2012
Year of last review: 2025
AUTHORIZING BOARD POLICY: CDB

Classification: Administrative
Responsible Vice President or Associate Vice President: Vice President of Finance & Administration
Designated Contact: Director of Auxiliary Services

OBJECTIVE: To establish guidelines for reporting furniture/equipment which is unserviceable, destroyed, lost, stolen, traded-in, surplus, or salvage.

PROCEDURE:

I. Process

Property to be retired from use should be reported to the Property Management Control Department on a *Property Control Record* form. All retirement actions should be supported by a complete explanation in the justification section of the *Property Control Record* form.

II. Definitions

A. Unserviceable: Furniture that is worn-out, obsolete, or damaged beyond economical repair.

B. Destroyed: Furniture/equipment destroyed by accident or through cannibalization. Before cannibalized property is transferred to the warehouse, it should be reassembled as much as possible.

C. Lost or Stolen: Lost or stolen furniture/equipment should be reported immediately to the Police Department and to the Office of Property Management Control. The Police Department will prepare a report of the loss to include the item description, District tag number, and serial and model numbers if available.

D. Trade-In: Property that is traded-in must be reported to Property Management Control. A complete description, to include the District tag number and the manufacturer's serial number of the equipment to be traded in should also be included on the requisition for the replacement item.

E. Surplus Property: Personal property (whether or not affixed to real property) that exceeds the District's needs and is not required for the District's foreseeable needs, and includes new or used personal property that retains some usefulness for the purpose for which it was intended or for another purpose must be reported to Property Management Control on a *Property Control Record* form.

F. Salvage Property: Personal property (whether or not affixed to real property) that, through use, time, or accident is so damaged, used, or consumed that is has no value for the purpose for which it was originally intended must be reported to Property Management Control on a *Property Control Record* form.

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status.