

Northern Maine Community College

Asset Disposal Form

This form is to be used for the disposal of any asset or the transfer of an asset to another department. Forms should be filled out and approved by a manager or supervisor and sent to the Purchasing Department.

Asset ID or Tag # (if any)	Description of Asset	Make or Model	Serial #	Disposal Code (see below)	Grant Funded (yes or no)

Disposal Codes
T – Transfer
D - Dispose
S - Sell
Z – Damaged or Destroyed
M - Missing

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Purchasing Agent Signature: _____ Date: _____

Maine Community College System Policy and Procedures Manual

SUBJECT: Purchasing
PAGE: 809 (page 1 of 1)
SECTION: 809 Surplus Property
EFFECTIVE: October, 1996

Surplus Property

Each location may determine if materials and equipment under its control may be declared surplus to the needs of the College or the MCCS. Supplies and equipment may be determined to be surplus due to age, lack of usefulness, and obsolescence. The disposal of materials and equipment will be coordinated by the purchasing department of the College, in accordance with the following steps:

1. Inventory with assigned values must be determined from the fixed asset module.
2. The inventory list must be forwarded to each college to determine if a use may be found at another college.
3. If a use is not found within the MCCS, such materials and/or equipment may be disposed of through:
 - a. State Surplus auction;
 - b. Advertisement and sealed bid submission;
 - c. Public auction through a contracted private auctioneer by written contract; or,
 - d. Public auction conducted exclusively by the local college.
4. Fair market values may be assigned by the local college from industry guidelines or local expert opinion.

Materials and equipment disposed of by means of a private auctioneer must have a competitive bid process for the procurement of the auctioneer's services.