

1 **Northern New Mexico College**

2 **Administrative Policy**

3 **7720 - Disposal and Donation of Property**

4 Authorized by: NNMC Board of Regents
5 Process Owners: Vice-President for Finance and Administration

6 **1. General**

7 This policy provides for the efficient, economical, and prudent management of disposal and
8 donation of property for NNMC. The College Business Office (Purchasing Department) is
9 responsible for reassignment of excess equipment, and disposal of College equipment. Every
10 effort will be made to recycle usable equipment within the College. Departments are to contact
11 the Purchasing Department when disposing of all surplus or excess equipment.

12 **2. Acquiring Surplus Equipment**

13 All requests for surplus equipment must be directed to the Purchasing Department. This
14 department in coordination with the Facilities Department are aware of the availability of surplus
15 equipment and are responsible for enforcing required procedures for the acquisition, control, and
16 final disposition of surplus equipment. These departments works closely to store surplus
17 equipment while the proper approvals are being obtained to either dispose or donate equipment.
18 Departments are welcome to inspect available surplus equipment for possible re-use while the
19 approval process for disposition or donation is being conducted..

20 **2.1. Procurement of Federal Government Equipment**

21 Federal government surplus equipment is available only to College departments participating in
22 federal projects through grant or contract programs. All federal requirements of the grant and
23 contract programs must be adhered to when surplus equipment is being re-assigned. Requests
24 for equipment acquired with federal funds must be prepared by the department who holds the
25 equipment and the receiving department and submitted in writing and submitted to the
26 Purchasing Department as well as to the Grants Manager. A detailed list of each item must
27 accompany the request. These request will be reviewed for compliance and a written
28 approval/response will be provided to both departments and to the appropriate staff in the
29 Business Office and the IT department for proper tracking of property.

30 **2.2. Procurement of State Equipment**

31 Surplus equipment no longer needed by a department is offered to other departments within the
32 College or for donation to various state agencies. Purchasing Department coordinates the

1 donation to eligible agencies, institutions, and organizations in the state of New Mexico but only
2 after obtaining proper approval as required by New Mexico State Statute NMSA 1978 13-6.2

3 **3. Disposal of College Equipment**

4 All dispositions of College equipment must be processed through the Business Office
5 (Purchasing Department). Departments that have surplus or excess equipment may request to
6 transfer equipment to another department (see requirements for equipment purchased with
7 federal funds) or request to dispose of the equipment. To request a transfer of equipment,
8 complete a [Department Transfer](#) form and submit it to the Information Technology (IT)
9 Department.. To request disposal of equipment, complete a [Request for Disposal of Surplus
10 Property](#) form and submit it to the Information Technologies (IT) who will perform hard drive
11 erasures for computers and to the Business Office to begin the approval process for the
12 disposition. They will also provide the necessary documentation to certify to the erasure of the
13 hard drives to the State of New Mexico Approval for disposition of property will be coordinated
14 and processed in accordance with New Mexico State Statute NMSA 1978 13-6-1 and 13-6-2 as
15 well as NM HED Disposition of Property requirements.

16 **3.1. Public Sale**

17 Public auction sales are coordinated within the College and are held approximately every quarter
18 within the fiscal year.. The auction is conducted on campus at the Facilities Department yard.
19 This action is taken only after all approvals are obtained as required by New Mexico State
20 Statute, NMSA, 1978 13-6-1.

21 **3.2. Donations**

22 Donations of surplus equipment by the College must also comply with New Mexico State
23 Statute, NMSA, 197813-6-2 The Board of Regents must approve the removal from inventory of
24 items with a cost value over \$5,000 appearing on the public inventory. Requests for all
25 donations regardless of cost value must be coordinated with the Business Office (Purchasing
26 Department) and proper documentation completed. This documentation includes a [Request for
27 Disposal of Surplus Property](#) form, a [NNMC Surplus Property Hard Drive Erasure
28 Certification](#) form if computer equipment is included, and a list itemizing: the equipment to be
29 donated, the recipient's contact information, and the proposed educational use of the item(s)
30 being donated. Once the donation is completed, the recipient must supply the College with a
31 letter acknowledging receipt of the item(s).

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