

---

LAKESUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

---

TITLE: TANGIBLE PROPERTY DISPOSAL

NUMBER: PR012

---

REFERENCE: Board Rule 6.12  
College Property F.874.050.7

PAGE 1 OF 4

I. PURPOSE

This procedure is to ensure that Lakesumter State College take responsible actions in the handling of surplus and disposal property. Property within this procedure does not include technological equipment which is addressed under Admin 7-110

II. DEFINITIONS

- a. Property Manager The individual delegated authority for ensuring the proper use, care and preservation of the accountable property assigned to his/her program(s).

- Property in with has no use to the program of which it is assigned, however may have useful life and value to other programs or external parties.

- h. Disposed Property Property that has been deemed unusable and has no real value to the Codpn 612re



- d. The Property Records Specialist will prepare a facility work order request to have the unusable property immediately set aside pending Board action.
- e. The Property Records Specialist will report and obtain District Board of Trustees approval to dispose of property.
- f. All property tags must be removed from property only upon District Board of Trustees approval and at the time of disposal.

V. SURPLUS PROPERTY PROCEDURES

- a. Unclaimed usable property must be disposed of (surplus) upon District Board of Trustees approval using the following sequential methods (per F.S.274.05):
  - 1. Property to be offered to other government agencies or county/district programs;
  - 2.

## VI. DOCUMENTATION SURPLUS/DISPOSED PROPERTY

- a. All surplus or disposed property shall be accompanied by written District Board of Trustees approval (Board minutes are acceptable), accompanied with the following information:
  1. Photo of item;
  2. Final Disposition Form (FDF) signed by a representative of the College and a representative of the acquiring party;
  3. If the property is scrapped for material, two College representatives must sign the FDF, ensuring that the property ~~was~~ scrapped;
  4. Receipts, if applicable, must be attached;
  5. If property is determined to be part of an insurance claim, evidence of disposal must be maintained and turned into the College Risk Manager.

New 1/31/19