

Finance and Supporting Services

Administrative Rules and Procedures

3212 Private Sale of Personal Property

Pursuant to the provisions of Board Policy 3212, the Chancellor's designee is authorized to dispose of personal property and equipment owned by the District which is no longer suitable or required for District purposes. The following procedures shall govern the disposal of such property:

1. A Request for Disposal of District Equipment form shall be completed by a Manger and submitted to the District Purchasing Department who will arrange for removal of the equipment to the District warehouse for storage pending disposal.
2. An item value determination will be made prior to any sale offering. Individual items of equipment with a valuation in excess of the amount specified in Education Code Section 81452 will be referred to the Board of Trustees for sale in accordance with Board Policy 3212.
3. Equipment is sold on an "as is" basis. Purchasers shall remove equipment from the premises within one week from date of sale and full payment of the purchase price. A bill of sale will be furnished upon request.
4. The District reserves the right to reassign property and equipment to another area of the District where it may serve a useful purpose or as a trade-in on new equipment.