

## DISPOSAL OF SURPLUS PROPERTY

The Vice President Administrative Services shall approve the disposal of all Temple College property, and will advise the Accounting Service Office so that the assets can be removed from the equipment inventory list.

College surplus property will be disposed of by public sale or other appropriate methods as approved by the Vice President, Administrative Services. Income from sales must be given to the Cashier's Office for deposit. Notice of tag # (remove and return tag to Accounting Services Office before property leaves campus, if possible), item description, location, and department must be sent in writing to Accounting Services, so the equipment can be removed from the equipment inventory list. For disposal of surplus equipment purchased under a grant, the grant administrator must be notified to ensure proper grant disposal procedures are followed. Employees of the College or members of their immediate families are eligible to purchase surplus property only when the College offers it for sale to the general public.

For disposal of surplus equipment purchased under a grant, consideration must first be given to whether the equipment can be utilized in other activities in the following order:

1. Activities under an award from the same awarding agency as the original grant, or
2. Activities under an award from other federal agencies.

If the equipment is not needed for any of these activities, the grant administrator must refer to the original award terms and conditions, and follow any disposition instructions provided. If none are provided, the grant administrator must request disposition instructions from the federal awarding agency. The disposition instructions will depend on the dollar value of the item at the time of disposal; items valued at more than \$5,000 at the time of disposal may require that a portion of the proceeds be returned to the federal awarding agency.

Please refer to [2 CFR Part 200.313\(e\)](#) for detailed instructions on disposal of grant-funded items.