
Effective Date: June 16, 2026

1. Purpose

This document establishes the official process for declaring, removing, and disposing of surplus District personal property that is no longer required for District purposes, should be disposed of for replacement, or is unsatisfactory or not suitable for use.

2. Scope

- **Scope:** This policy applies to all staff and faculty needing to remove surplus equipment, IT items, or furniture from their department inventory.
- **Real Property:** This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.
- **Prohibited Buyers:** The sale of District property to Board members and District employees is explicitly prohibited.

3. Responsibilities

- **Requester:** Initiates the [Surplus Equipment Request](#), fills out all required item details, routes the form for appropriate signatures, and physically prepares the items for pickup.
- **Direct Supervisor:** Reviews and provides an approval signature on all surplus requests submitted by their department staff.
- **Exec Director of IT:** Reviews and approves the surplus request if the items are IT-related.
- **Director of Facilities Services (FS):** Reviews and approves the surplus request if the items involve furniture.
- **Warehouse:** Receives the processed form, contacts the requester to arrange logistics, and manages subsequent auction disposal and deletion from inventory as applicable.

4. Procedure

Request and Removal

1. **Initiate Request in Adobe Sign:** All [Surplus Equipment Requests](#) must be processed via Adobe Sign.
2. **Complete Requester Information:** The requester must provide their name, phone extension, department, and the current date.
3. **Detail the Items:** The requester must fill out the provided table with the item's description, the AVC Asset # (if applicable), and the current location, including the building and room number.
4. **Route for Approvals:** The form must be routed in Adobe Sign to include the approval signature of the Direct Supervisor. If applicable, it must also be routed to the Exec Director of IT (for IT-related items) and/or the Director of FS (for furniture items).
5. **Notify the Warehouse:** To ensure the request is processed, all forms must be CC'd to warehouse@avc.edu.
6. **Prepare Items for Pickup:** Prior to pickup, the requester must make sure that the surplus items are clearly marked with the word "WAREHOUSE".
7. **Schedule Pickup:** Once the form is fully approved, the Warehouse will contact the requester directly to schedule the pickup.

8. **Final Disposition:** After the items are collected, they will be processed for disposal in the next surplus auction and officially deleted from the campus inventory as applicable.

Notice, Sale and Disposal

Once items are collected, they will be disposed of using one of the following authorized methods:

1. **Public Notice and Auction:** Prior to auction, the Board of Trustees must approve the items for disposal. The District must then advertise the sale for at least two weeks, either by posting notices in three public places or by publishing them in a local newspaper. The auction itself may be run by District staff, another public agency, or a private company. Once payment is received, the items are officially transferred to the highest bidder.
2. **Transfer to Public Entities:** The District can exchange, sell for cash, or donate personal property without the standard notice procedures if the receiving entity is a school district, community college district, or other public entity, provided specific technology and examination criteria are met.
3. **Private Sale Exception (Under \$5,000):** If the Board of Trustees finds by unanimous vote that the property value does not exceed \$5,000, the Chief Business Official may sell the property at private sale without advertising.
4. **Unsold Items:** If items were previously offered for sale but no qualified bid was received, the Chief Business Official may sell them at private sale without advertising.

5. Key Contacts

- **Warehouse:** Teresa M. Cooper, Coordinator (warehouse@avc.edu | ext. 6606)

6. References and Resources

The following resources govern the District's records management and provide the necessary tools for compliance:

- Warehouse Website: <https://www.avc.edu/warehouse>
- Board Policy: [BP 6550 Disposal of Property](#)
- Administrative Procedures: [AP 6550 Disposal of Property](#)
- California Education Code:
 - [70902 \(b\)\(6\), The California Community Colleges](#)
 - [81383, Sale or Lease of Real Property](#)
 - [81384, Sale or Lease of Real Property](#)
 - [81450, Sale of Personal Property](#)