

## LOWER COLUMBIA COLLEGE **SURPLUS PROCEDURE**

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### **1.0 INTRODUCTION**

College-owned property that is no longer needed may still have value to the College. The College's Campus Services Department and the Surplus and Warehouse Supervisor are responsible for redistributing, reselling, or recycling such items. The Campus Services Surplus Department is the only College department authorized to sell College-owned surplus property to non-College entities or to recycle/dispose of College property that does not sell.

College departments are reminded that College property may not be transferred to an individual, except when sold through public sales. Likewise, College property may not be used for personal or private purposes. See (RCW 42.52.160) (WAC 292-110-010)

### **2.0 SURPLUS SALES**

The College uses Public Surplus as one method for selling surplus items. Public Surplus is a system created for public agencies for the sale and purchase of surplus materials. This is Lower Columbia College's primary method. There may be times, however, when an on-site surplus sale or sealed-bid sale is required to sell a specific item(s). These sales will be located at the Campus Services building and conducted by the Warehouse Supervisor.

#### **2.1 Public Surplus**

Public Surplus streamlines the sale and purchase of surplus inventory in four important ways:

- 2.1.1 The Public Surplus website is specifically designed for public agencies. This system enables agencies to manage their entire surplus inventory, while also maintaining compliance with state regulations and policies. The system's specific features allow for the reallocation or auctioning of surplus items while avoiding waste, favoritism or collusion.

- 2.1.2 Public Surplus assures compliance with state and local regulations and policies. Many states require that public agencies maintain audit-records detailing the disposition of every surplus item. Public Surplus satisfies this requirement by maintaining complete records of all transactions. The history of each item listed for auction will be saved for up to seven years. Agencies have the ability to obtain a printed record of their information at any time.
- 2.1.3 Public Surplus simplifies internal reallocation. Most states require that public agencies, whenever possible, reallocate surplus items internally. Public Surplus specifically designed its “Reallocation” module, to satisfy this requirement. It provides a simple and efficient way for agencies to notify all departments within an organization that surplus items are available for redistribution. Interested departments are then able to request these surplus items on a first-come, first-served basis.
- 2.1.4 Public Surplus helps agencies attract larger numbers of community members to their surplus auctions. The system increases the contact between an agency and the community it serves by being accessible 24 hours a day, 7 days a week.

### **3.0 SURPLUS SUPERVISOR AND SURPLUS EMPLOYEE RESPONSILITIES**

Exercising the College’s delegated authority to sell, transfer or dispose of surplus property according to Washington State law, Lower Columbia College employees charged with surplus duties will use ethical principles and sound judgement when selling, transferring, and disposing of said property.

### **4.0 LOST AND FOUND PROPERTY**

While on College property, individuals may misplace, drop, or forget a personal item(s). The College is interested in returning personal property to its rightful owner and will make reasonable efforts to locate, receive, safeguard, and return said property. To serve the patrons of the College, the Safety & Security office accepts lost and found items. Property that is evidence in a crime will be turned over to the appropriate law enforcement agency.

Lost and found property is any item having apparent monetary value including, but not limited to clothing, backpacks, books, jewelry, eyewear, keys, identification cards, wallets, purses, electronic devices, and lab equipment. Abandoned property having no real value will not be received or entered into lost and found records.

#### **4.1 RECEIVING SITES**

The following site is responsible for receiving, documenting, returning, and transferring property.

Safety & Security Office  
Student Center  
Room 108

The following information regarding lost and found property is recorded in the logbook:

- Who turned in the property;
- Who received the property;
- Where the item(s) was found, i.e. building, room, location, etc.;
- The date and time of discovery;
- A description of property, for example:
  - Textbook (name of book, edition)
  - Purse/Wallet (size, color, brand name, how much money, credit cards)
  - Backpack (size, color, brand name)
  - Electronic Device (type, make, model, color, serial number)
  - Keys (All College keys must be returned to the Key Shop immediately)

## 4.2 SAFEKEEPING AND STORAGE OF LOST AND FOUND PROPERTY

All lost property turned in to Safety & Security remains at the receiving site for at least one week. Owners frequently seek lost property within days. Keeping the property at the site allows time for an owner to reclaim his/her lost item(s). At the end of each quarter, all unclaimed property is transferred to the Campus Services Surplus warehouse and held for additional 30 days. Once the additional 30 days expires, items may be sold or auctioned.

## 5.0 PROCEDURE

A department must complete an online Surplus Equipment Removal Form to request the pick-up of surplus items by Campus Services. Likewise, the department may not drop off items unless this form is completed.

To route items to Campus Services, the owning department submits the Surplus Equipment Removal Form as follows:

- Download the form here:  
<http://lcc.ctc.edu/info/webresources2/Internal/Departments/CampusServices/Surplus-Equipment-Removal-Form.pdf>
- Enter the name, department, location and each item for which removal is being requested (inventoried or non-inventoried) into the form. The departmental Director or Dean must give their signature approval prior to form submission.
- If the requesting department is Federal/Grant funded, please check the appropriate box and list the budget number used for the initial purchase. All Federal/Grant funded items **must** have this information recorded. This practice ensures any profit made from the sale of items sent to surplus is reallocated to those funds.
- Direct all completed forms to Minel Slabu at [mslabu@lcc.ctc.edu](mailto:mslabu@lcc.ctc.edu) as an attachment, or using the intra-campus mail.

After the form is submitted, the removal request is registered into the system, a work order for removal is generated, and the department is contacted with further instructions. Some items, due to weight/moving/quantity restrictions, may be sold from their department locations at the discretion of Campus Services personnel. Decisions are made on an item-by-item basis. It is the requesting department's responsibility to keep all items waiting for pick-up in monitored location. Campus Services is not responsible for any lost or misplaced items prior to pick-up.

If the description or quantities of inventoried items do not match what is listed on the Surplus Equipment Removal Form, Campus Services will record only the actual received items and

quantities. Campus Services is not responsible for any omission or miscommunication of such information by the requesting department.

### **5.1 Public Surplus Procedure**

Items intended for auction on the Public Surplus Website are photographed, logged into the surplus inventory sheet (along with their corresponding pictures), and then uploaded onto the Public Surplus website. Research is conducted on similar or identical items to determine pricing.

The auctioning process is as follows:

1. Items are made available for internal college departments for a period of ten (10) calendar days. During this time, internal college departments have an opportunity to claim any item for their needs at no cost.
2. All unclaimed items are released for bidding to state agencies exclusively for a period of ten (10) calendar days.
3. Items not sold to state agencies are then released to public auction for seven (7) calendar days.
4. If an item does not sell after seven (7) days, it will be re-listed for another seven (7) calendar days at a 25% discount from the original price.
5. If the item is not sold after the 25% reduction, it will be relisted at a 50% discount from the original price for an additional seven (7) calendar days.
6. If the item is not sold after the 50% reduction, it will be either donated to an authorized non-profit institution, recycled, or disposed of.

#### **Inspection:**

The College does not test or inspect items for blemishes or working condition. It is not the College's intention to omit or misrepresent any items up for auction. The responsibility to determine the condition of the property rests solely with the bidder and prospective bidders are encouraged to inspect the property prior to bidding, and only place bids based on their personal inspection and evaluation.

#### **Warranty:**

All item descriptions in the online auction are believed to be correct. However, LOWER COLUMBIA COLLEGE OFFERS NO GUARANTEES OR WARRANTIES. DETERMINATION OF CONDITION, FUNCTION, AND PERCEIVED OR ASSUMED VALUE IS THE SOLE RESPONSIBILITY OF THE BUYER.

All items are sold AS IS, WHERE IS. There are no warranties express or implied as to condition, usability, merchantability or fitness for a particular purpose. Some or all items may be declared unsafe in their present condition by federal or state safety standards.

#### **Delivery/Pick-up:**

All items claimed by internal College departments will be de-listed from the website and delivered by Campus Services personnel after arrangements are made with the claiming department.

All items purchased by state agencies or public auctioneers must be removed from Lower Columbia College premises within five (5) business days of the auction closing date. On the sixth (6<sup>th</sup>) business day, Lower Columbia College reserves the right to re-auction or award the item to the next highest bidder—without a refund. The successful bidder is responsible for the pick-up of item(s) from the agency's premises. The notice of award, payment receipt, and

personal identification must be presented at time of pick-up, or the item will not be released. Pick-up hours are by appointment only.

## 5.2 On-Site Surplus Sale Procedure

Items designated for the on-site surplus sale must have pictures taken and be logged, with their corresponding pictures, into the surplus inventory sheet. Research is conducted on similar or identical items to determine pricing. Tags are printed and attached to each item.

Two Weeks prior to a surplus sale:

- State, County, and City agencies are notified of the materials available.

One Week prior to a surplus sale:

- Submit a Petty Cash Request form to Cashiering.
- Design a flyer to be mailed out to potential buyers.
- Mail the flyer 5-6 days prior to the sale date.
- Send an e-mail regarding the details of the Surplus Sale to the campus and the Surplus Sale distribution list.
- Prepare and submit a request for a newspaper ad to be published. The ad should begin running on the Thursday prior to the sale and end on the Saturday of the sale.

Day before the sale date:

- Clear, sweep, and prepare the CMS shop for the display of items to be sold.
- Move palletized items from secured storage to the display area while ensuring all items remain concealed with black plastic.
- Pick up petty cash from cashiering.
- Print out three (3) item catalogs.

Day of the sale:

- Before people arrive, put the 'Giveaway' items next to the front overhead door.
- Double check that all items are tagged in the system and catalog.
- Have all workers record their start time.
- Place the announcement board on the corner of 20<sup>th</sup> and Olympia Way.
- Ensure all items have their inserts and tags attached.
- Set up cashiering area in the front office.
- Inform all sale day workers of the following:
  - Everything is 'as is, where is.'
  - There are no guarantees.
  - We cannot allow buyers to plug in items to see if they are functional.
  - Place a piece of tape with the buyer's name on an item once selected for purchase.
  - Nothing may leave the shop area until an invoice shows that the buyer has made payment.
  - Items not removed by close of sale may be picked up on the next business day.
  - As the sale winds up, consolidate like items onto pallets.

At the end of the sale:

- Close and lock all doors.
- Shrink-wrap all remaining items on pallets.
- Return all pallets to the Print Shop storage area.
- Print out a final list of sold items.

- Compare the total existing cash with invoices generated.
- Lock money in the safe.
- Have all employees record their time out and total hours worked.

Next business day:

- Bring all cash to cashiering and deposit into the Surplus Recovery Account (148-500-ZR34).
- Register the final sale total into “Monthly Activities of Central Services” file.

## **6.0 PUBLIC SURPLUS PAYMENT PROCESS**

Once an auction closes, buyers receive an e-mail requesting payment. Payment is made by credit card for all transactions under \$4,000. If a transaction is over \$4,000, then payment must be processed by wire transfer.

Once a buyer has paid, the Warehouse Supervisor receives a copy of the payment receipt via email. The item will also show up as “paid” on the website. Once payment is processed, buyers must contact the agency to establish a pickup appointment. As long as the items are paid for, the College is cleared to release them to the buyer.

Lower Columbia College’s Accounts Receivable department receives payment, by check, from PayMac (Public Surplus’s payment collection servicer) under the following “Net 30” cycle:

- Public Surplus tallies and totals all payments received within a given month (Example: May 1<sup>st</sup>-31<sup>st</sup>).
- Once the total is established, the 30-day waiting period begins.
- Using the May 1<sup>st</sup>-31<sup>st</sup> example above, the check for all sales made during that timeframe would arrive in July. NOTE: Checks usually arrive by the 15<sup>th</sup>.
- Accounts Receivable will deposit all checks into the Surplus Property Budget, Fee Code R1.

The only time a check is not cut automatically is if the account balance is under \$100.00. By default, PayMac holds the funds until the balance exceeds \$100.00. Once the \$100.00 threshold is exceeded, PayMac automatically cuts the check on the next cycle. NOTE: A check CAN be cut manually if the balance is under \$100.00 should the college make a direct request to do so.

Once the check is received, the Warehouse Supervisor can run a Payment Collection Report for a detail of which purchases are covered by said check.

If needed, Public Surplus also offers an Expedited Payment Option, which would put the College on a Net 7 cycle for an additional 1% buyer’s premium. In this instance, the pay cycle would be weekly instead of monthly.

## **7.0 DISPOSAL/RECYCLING**

Once items arrive at Campus Services, the Warehouse Supervisor inspects each one and makes a decision as to its destination. Items are either:

- Stored for future use on campus. Note that these items must meet all safety and aesthetics standards;
- Recycled; or
- Disposed of by landfill, deconstruction, or other related method.

## **8.0 TRANSFERRING SURPLUS ITEMS TO OTHER INDIVIDUALS**

College property may not be transferred to an individual, except when sold through public sales at Campus Services. Likewise, College property may not be used for private purposes. Departments transfer obsolete or damaged items to Campus Services where the items are usually sold as scrap or recycled. NOTE: The department must obtain the prior approval of the Departmental Director or Dean before disposal and complete a Surplus Equipment Removal form.

## **9.0 DONATIONS**

Donations to qualified shelters or rehabilitative workshops are permitted only when all of the following criteria are met:

- The Warehouse Supervisor has made reasonable efforts to determine if any state agency has a need for such property. Such a determination will only be made once sufficient notice is made to all state agencies and an adequate amount of time is allowed for those agencies to make their need known; and
- The nature and quantity of the property in question is germane to the needs of the nonprofit organization and the nonprofit organization agrees to use the property for such needs and purposes; and
- Items would have a higher overhead cost to process as surplus than the sale value; and
- The Vice President of Administrative Services or the Director of Campus Services, Facilities & Capital Projects determine that the donation of such property is in the best interests of the College.

## **10.0 RECORDKEEPING**

All purchases, transactions, transfers and disposal records are kept and maintained for at least seven years.

## **RELEVANT LAWS AND OTHER RELATED INFORMATION**

RCW 42.52.160  
 RCW 43.19.1919  
 WAC 200-360-010  
 WAC 200-360-015

## **REVISION HISTORY**

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**REVIEWED BY**

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