



ADMINISTRATIVE PROCEDURES

No. 613.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

SURPLUS PROPERTY: DECLARATION AND DISPOSITION

Per Education Code sections 81450-81460 The procedure for determining District property to be surplus and declaring and disposing of such surplus property will be as follows:

1. Periodically, the Vice President of Administrative Services or designee will circulate a request to all Departments to nominate as surplus district property which is no longer in use and for which future use is not anticipated.
2. The Vice President of Administrative Services or designee will compile a master list of items nominated and make the list available to all departments to determine whether any item considered surplus in one department would have value in another.
3. Upon determination that the items are of no use by any college department, the Vice President of Administrative Services will review the list and declare the items surplus. The list of surplus items will be presented to the Board of Trustees periodically.
4. The Board of Trustees may choose to conduct a sale of surplus property by means of a public auction conducted by employees of the District or other public agencies or by contracting with a private auction firm. The District reserves the right to establish minimum bids for any surplus item to be sold, and to reject all bids for any item.
5. If the Board of Trustees, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at a private sale without advertising, by authority of the Vice President of Administrative Services.
6. Any item or items of property having previously been offered for sale, but for which no qualified bid was received, may be sold at private sale without advertising by authority of the Vice President of Administrative Services.
7. If the Board, by unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be disposed of by order of the Vice President of Administrative Services.

Reference: Education Code Section 81450, 81452(a)(b)(c).

Adopted: February 5, 1986

Revised: November 17, 2009