

# **Step by Step Guide to Disposing of Surplus PCC Property**

## **What is considered PCC property, Why it matters, and Who is responsible for its stewardship**

Portland Community College (PCC) property, equipment, artwork, or capital assets (anything costing \$5000 or more) is defined as anything bought with PCC money or accepted as a donation by the PCC Foundation, a PCC department, or the Property Coordinator on behalf of PCC.

PCC property is considered publicly owned because PCC is primarily funded through Oregon tax dollars, therefore, PCC must follow state and federal guidelines regarding recording and tracking of existing property, reporting newly acquired property and how property is disposed of once it becomes surplus.

All College personnel including faculty, staff, and members of the Board of Directors are responsible for stewardship of PCC property and following disposal procedures outlined below once it becomes surplus. Acquisition and tracking of property, as well as oversight of its disposal, is performed by the Property Coordinator with support from the Associate Vice President of Finance, the Manager of Procurement, Manager of Accounting, and the Manager of Central Distribution Services (CDS). The Property Coordinator is tasked with extracting the maximum value from the surplus item on behalf of PCC.

## **When does Property become Surplus and How it can be disposed of**

Once a department decides that it no longer needs a piece of property, the item becomes surplus. All PCC-owned surplus must go through the Property Coordinator before being disposed of in any form.

Surplus property may be disposed of in the following ways once agreed upon by the Property Coordinator:

1. Repurposing (a use is found for the item somewhere else within PCC)
2. Donation to an eligible institution outside PCC
3. Donations made to PCC (Foundation Gifts-In-Kind or directly to Departments)
4. Trade-in toward a new departmental purchase
5. Temporary loan to another eligible institution
6. Sale through public auction
7. Recycling

**The following sections provide step by step instructions for each method of disposal.**

**1. Repurposing**

- Identify the item(s) you no longer have a use for. Does it have a property tag (see examples below) on it? If so, contact the Property Coordinator with a description of the item and the property tag number and let them know you are offering it up to the College at large.



- Offer up the item(s) to the PCC district per Board Policy B 703 by posting a district-wide email
- If the item can be used somewhere else in the College, let the Property Coordinator know its new location (contact name, phone number, campus, building, and the room number where it will reside or where it will be used), so its location information can be updated in PCC's Assets Log.
- If no one in the College can use the item(s) you offered, a request for surplus pick up can be made electronically via the Surplus Transfer Release Form (<https://www.pcc.edu/facilities-management/services/central-distribution/equipment-surplus-and-transfer-release-form/>)
- Include the property tag number (if one is present) when filling out the Surplus Request Form. Submit the form.

Upon receipt of the request, CDS will pick up the item(s) and transfer them to the warehouse. If no College need is determined, the item(s) will be posted for auction on [publicsurplus.com](http://publicsurplus.com), [govdeals.com](http://govdeals.com), or offered to other qualified agencies per state and College regulations.

**2. Donating to an eligible institution outside of PCC**

- Offer up the item(s) to the PCC district per Board Policy B 703 by posting a district-wide email
- When the item(s) are determined not to be of use to the College, they may be donated to another institution via the following process:
- Get written permission from your Dean or Manager to donate the item(s) to another institution

- Ask that institution to provide a dated letter on official letterhead stating their mission, their nonprofit status or tax ID number, their need for the item(s) and how receipt of the items will help them fulfill their mission. It must be signed by a person who has the authority to accept donations for that institution.
- The PCC employee orchestrating the donation will sign a disclaimer verifying that they are not related to or benefiting from anyone working at the institution receiving the donation.
- Send the originals of the letter from the institution, your Dean or Manager's written permission and the disclaimer to the Property Coordinator. The Property Coordinator will open a file for the institution. Once their letter is on file, they can receive donations.
- Provide the Property Coordinator with the following information about the item(s) being donated so a list of the item(s) can be put in their file and the item(s) deleted from the Asset Log:
  - a. Vendor
  - b. Description
  - c. Cost (Fair Market Value)
  - d. Make
  - e. Model
  - f. Serial Number
  - g. Campus Location (where assets came from)
  - h. Date Donated
  - i. PCC contact person and phone number
- The recipient institution is responsible for picking up and transporting any donated item(s).
- When the institution no longer needs the item(s), they are responsible for its disposal.

### 3. **Donations made to PCC**

#### **Acceptance of Donations to PCC Foundation Gifts-In-Kind**

Donations made to the College through the PCC Foundation are subject to the Foundations' guidelines and procedures. Some donations are made under specific conditions regarding their use or length of time they must be kept. Those conditions will be followed per ORS 293.

To start the acceptance, complete the PCC-Foundation-Gift-In-Kind-Fillable-Form-Revised Feb2018 (PDF) and contact Tammy Sanders at 971-722-4382 or visit the Foundation webpage at <https://www.pcc.edu/foundation/> for additional information.

## **Acceptance of Donations made Directly to Departments**

Property donated directly to departments from sources wishing to donate to PCC must observe the following guidelines:

- Identify the need of the donation
- Identify the ability of the College to accommodate the donation i.e. codes, space requirements, structural adaptiveness, etc.
- Obtain written permission from the Division Dean
- Provide the Property Coordinator with the following information upon receipt so the asset can be tagged and entered in the Asset Log:
  1. Vendor
  2. Description
  3. Cost (Fair Market Value)
  4. Make
  5. Model
  6. Serial number
  7. Campus Location (where the asset resides or will be put to use)
  8. Estimated Useful Life
  9. Date Received
  10. PCC contact person and phone number

Upon receipt of the donation, at the department's discretion, they may issue a formal thank you letter stating the value or may ask the Property Coordinator to issue a letter which may be used by the donor for tax purposes. It must be on PCC letterhead and signed by someone with authority to do so (someone with the same authority to expend the same amount of funds as the value of the donation).

When the item(s) is no longer needed, it will be disposed of as surplus through one of the avenues listed on page 1.

## **Disposal of Any Donations made to PCC**

Per the Foundation's policy, all donations to the College accepted by the Foundation become the property of the College and are treated as such under publicly owned property guidelines and regulations. When no longer needed and any specific conditions attached to the item(s) have been met, the property will be disposed of as surplus through one of the avenues listed on page 1. The PCC employee orchestrating the donation will sign a disclaimer verifying that they are not related to or benefiting from anyone working at the institution receiving the donation.

#### **4. Trade-in toward new departmental purchase**

This applies when it is in the best interest of the College to trade in a piece(s) of equipment for a newer/more up-to-date model. To do so:

- Identify the item(s) to be traded in
- Complete the attached Trade-In Form
- Contact the vendor(s) to establish a trade-in amount or credit (competitive bidding rules may apply)
- Offer up the item(s) to the PCC district per Board Policy B 703 by posting a district-wide email
- When the item(s) are determined not to be of use to the College, they may be traded in via the procurement process
- When items are traded in, the Property Coordinator needs to be informed so the Asset log can be updated regarding the disposition of the trade-in and the acquisition of the new item(s)

#### **5. Temporary loan to another eligible institution**

A dated letter on official PCC letterhead must be written specifying the items (description, make, model, serial number, and value of the items) being loaned and the terms (example, whose responsible for the cost of transportation of the item(s) to its new location and its return, whose responsible for maintenance and repair during the loan, etc.) and length of the loan between PCC and the institution agreeing to the loan. It must be signed by the Property Coordinator and a person from the receiving institution with the authority to make such a commitment on that institution's behalf. The Property Coordinator will open a file for the institution placing the signed agreement in the file and making the proper annotations in the Assets Log regarding the loan.

#### **6. Sale through Public Auction**

All sales of College surplus, equipment and property will be conducted through Central Distribution Services (CDS) via public auction on publicsurplus.com or govdeals.com, sealed bid, or other legal methods which allows for fair and equitable sales to all Oregon taxpayers competitively.

#### **7. Recycling**

CDS can recycle the following surplus materials when it is determined there is no further use for them and there is no market for them.

- Toner cartridges
- Metals
- Nonfunctioning electronics (for example: printers, computers, calculators, adding machines, phones, amplifiers, mixing boards, and their accessories)
- Paper and cardboard
- Wood – clean/no metal or lamination

- Most furniture (does not include systems furniture)

These items cannot currently be recycled:

- Shrinkwrap
- Rigid/Hard Plastics
- Laminated/Formica covered counters or table tops

Central Distribution Services (CDS)  
6713 SW Bonita Rd., Bldg C, Ste 200, Portland, OR 97224

**Contacts:**

Carlo De Marco  
Manager, Central Distribution Services  
email: [carlo.demarco@pcc.edu](mailto:carlo.demarco@pcc.edu)  
Office: (971) 722-7250  
Cell: (503) 739-3793

Dennis Gonzalez  
Property Coordinator  
email: [dennis.gonzalez@pcc.edu](mailto:dennis.gonzalez@pcc.edu)  
Office: (971) 722-7276