

**Cochise College
Administrative Policy**

**Category: Fiscal Management
Policy Number: 2009
Title: Disposal of District Property**

The Governing Board authorizes the President to dispose of any surplus or obsolete supplies and equipment.

**Procedure 2009.1
Disposal of Property**

The Administrative Services Department is responsible, after first determining possible use by other College divisions, for disposing of surplus or obsolete supplies and equipment at the direction of the College President after completion of Form FA-37 in any of the following ways:

- a. transfer to political subdivisions within Cochise County
- b. return to supplier for credit
- c. outright sale via advertised bid, spot bid, auction, or negotiated sale when other described outlets fail to produce a fair and reasonable return, pursuant to A.R.S. 41-2602
- d. trade in
- e. scrapping

The Administrative Services Department must comply with all conditions governing disposal of surplus property received from the state and federal governments including those to use and maintain State property for at least 12 months, Federal property for a minimum of 18 months.