



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3031      SURPLUS EQUIPMENT AND FURNITURE**

Equipment, furniture, and other property designated by accounting units as being obsolete, inoperative, or excess shall be transferred to Surplus Property Storage. The accounting unit head having control over the item transferring to Surplus shall submit a request for the transfer in writing to the Material Control Department. The request shall include the description of the property, condition, quantity, reason for the request, and College inventory number. Material Control will complete a Transfer Form and obtain the authorization signature from the accounting unit head releasing the property.

The Director of Physical Plant will have responsibility for the College's surplus property. Removal of property to surplus will require his/her signature before any property is physically moved to Surplus Property Storage.

An accounting unit head requesting the use of property in Surplus Property Storage shall send a request to the Material Control Department, who will complete a Transfer Form and obtain authorization signatures from the accounting unit head requesting the transfer and the Director of Physical Plant. Authorization from the Director of Physical Plant is required before the requested item may be moved from Surplus Property Storage.

Effective Date:            12-07-1998