

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**Policy No. F - 5**

**DISPOSITION OF SURPLUS PROPERTY**

**General:**

- 1.1 Scope: Policy regarding the sale, transfer, or other disposal of obsolete or unusable equipment surplus.
- 1.2 Statutory References: W. Va. Code §18B-5-7
- 1.3 Passage Date: November 22, 2021
- 1.4 Effective Date: December 22, 2021

**Policy:**

- 2.1 The term "surplus property" shall refer to all obsolete or unusable equipment, surplus supplies, and other unneeded materials.
- 2.2 The College shall dispose of obsolete and unusable equipment, surplus supplies and other unneeded materials, either by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise.
- 2.3 The proceeds of sales or transfers shall be deposited in the state treasury to the credit on a pro rata basis of the fund or funds from which the purchase of the particular commodities or expendable commodities was made. The College, as appropriate, may charge and assess fees reasonably related to the costs of care and handling with respect to the transfer, warehousing, sale and distribution of state property that is disposed of.
- 2.4 The College may donate equipment, supplies and materials with the approval of the governing board or their designee, as appropriate to any not for profit entity to promote public welfare.