

TCC Surplus Property Procedures

In accordance with Florida Statute 274.05, the College will identify property that is surplus because it has become obsolete or the continued use of such property is uneconomical or inefficient, or it serves no useful function. For property valued at \$5,000 or greater the Board of Trustees approves the surplus of items at least annually. For items valued less than \$5,000 the College may surplus property at any time.

Before any computers or other surplus property is made available, the hard drives will be removed to protect College and student data.

Once property has been identified as surplus property the College will determine the usefulness of the property, or if it should be disposed. Property that may be useful to others may be offered for sale and the best bid price will be accepted.

Property will also be offered for sale or donation to the following entities in the order presented:

- Local governmental entities in Leon County;
- State governmental units or other local governmental units;
- Private nonprofit agencies who are currently partners of the College;
- Other private nonprofit agencies.

When surplus items become available, information will be posted to the TCC Purchasing Department website. Entities may request items by contacting the purchasing department via phone or email. All requests will be reviewed and items awarded once each week. Priority will be given based on the date and time of the request and the priorities established above.

The cost of transferring the property shall be paid by the entity purchasing or receiving the donation of the surplus property.