

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: **PROPERTY CONTROL**
(DONATION OF SURPLUS PROPERTY)

Number: 5.004.01
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Department of
Responsibility: Vice President for Business Affairs

Authorization:

Anne S. Crook
President

Initial Approval: March 27, 2001

Reviewed: February 2, 2004

I. PURPOSE

To provide guideline for donation of College surplus (junk) property.

II. PROCEDURES

- A. All items must be classified as "junk" by State surplus, prior to donation. Donation of junk property can only be made to non-profit, public service, charitable types of organization. Junk property cannot be donated directly to employees, Commissioners or Foundation board members of the College.
- B. Process for Donation of Surplus Property
1. Requester submits a written request to the Executive Council. The written request should include, but not be limited to the name of the organization, description of property requested, amount needed, date needed and primary contact.
 2. The President's staff will review the request and if approved, forward it to the Superintendent of Buildings and Grounds to identify availability of property. Request will remain valid for no more than 60 days.
 2. The Superintendent of Buildings and Grounds will notify requestor of availability of item and coordinate with requestor for pick-up.
 4. Pick-up will be during normal business hours and will be the responsibility of the requestor.