

Prairie State College

Property Disposal Procedures

Employees and departments with surplus equipment should follow the procedures below for reallocating or disposing of the equipment. Property may include miscellaneous equipment, furniture, or electronic equipment not managed by Information Technology Resources (ITR).* Employees should obtain proper supervisor approval before submitting a request for disposal. Once approval is obtained, the procedures described below should be followed to ensure equipment is properly tracked and the correct approvals are obtained for equipment of various cost thresholds.

1. Submit Maintenance Direct Form

If you have an item you or your department no longer need, please submit a Maintenance Direct request and select the Problem Type "Surplus." Please indicate when the item(s) must be removed, providing as much lead time as possible. In the text field of the Maintenance Direct request, include a description of the item(s), the PSC Asset Tag Number, if applicable, and the reason for disposal. If you have a recommendation as to the best option for disposal (repurposing/sale/donation/scrap), please include this recommendation in the text field.

A copy of the request will be distributed to the College's Assistant Controller, Sustainability Center, and Physical Plant and Facilities. The Assistant Controller will determine, based on the original cost of the item and/or the book value, what level of approval the disposal requires and whether the item is on the College's Fixed Asset List. The Sustainability Center will explore the best option for disposal of the item, following the hierarchy of first looking to repurpose the item within the College, then sell or donate, and finally recycle or trash.

2. Complete Disposal/Relocation of Fixed Assets Form if Requested

If the item will be disposed of or sold and has a historical cost of \$500 or more, the Assistant Controller will request that you submit the Disposal/Relocation of Fixed Assets Form (found on the shared drive at G:\Business Office). A dean or vice president's approval is required for disposal or sale of items of \$500 – \$5,000 historical cost. The president must approve disposal of items between \$5,000 – \$10,000, and the Board of Trustees must approve disposal or sale of items of \$10,000 cost or greater, per Policy D-5. If the item(s) is on the Fixed Asset List and will be relocated, the Sustainability Coordinator will inform the Assistant Controller of the new location so the College can properly track the item.

The Sustainability Center will explore options to dispose of surplus items using the following hierarchy of actions:

- **Repurposing**

Equipment will first be repurposed within the College. The Sustainability Center will notify PSC employees of available equipment or furniture.



*Photocopiers should not be moved or disposed of without approval from the Director, Institutional Support Services

- **Sale**

If equipment cannot be repurposed within the College, the College will explore options to sell the equipment.

- **Donation for Reuse**

Equipment that has little residual value or would benefit an organization in need will be considered for donation to a nonprofit or other organization. The Sustainability Center will work with Physical Plant and Facilities to identify potential local organizations to donate surplus.

- **Recycle/Salvage/Trash**

If the equipment cannot be repurposed, sold, or donated for reuse, the Sustainability Center/ Physical Plant and Facilities will contact the College's recycler/salvage company to determine if they will accept the item(s) and if not, will arrange for trash disposal.

Electronic Equipment Disposal

Electronic equipment such as computers, printers, and cell phones, as well as rechargeable batteries, contains hazardous constituents such as lead, mercury, and cadmium, and should not be disposed of in a landfill. The Illinois Electronic Products Recycling and Reuse Act prohibits landfilling many types of electronic products. The College has identified outlets to properly dispose of these items.