

Los Angeles City College Administrative Services "How To" Book	Request for Equipment Replacement or disposal of an Asset	VII I-1
How Do I Dispose Of An Asset?		

A. Brief Description

These Procedures are established to guide staff through the disposal of the LACCD or LACC assets that are not Specially Funded Programs assets. These procedures are in compliance with the District Asset Management Policies and Procedures. The Vice President of Administration and the Director of Business Services at the District Office are responsible for reviewing assets identified by staff as being obsolete, surplus, or scrap.

B. How To

1. If a department decides that it has no use for an asset or decides to replace an asset, the Request for Replacement & Disposal Form must be filled-out online at the College website at www.lacc.edu (**Section VII-A-8**). After completing the form, obtain the Department Head and/ or Dean signature (s) of approval. Sample completed Replacement & Disposal of Equipment Form can be found online at www.lacc.edu (**Section VII-B-8**). Instructions for completing the form can be found on the form online as comments in the respective cells or fields to be filled-in or completed.
2. The respective dean or department head signs the form and submits the form to the respective Vice President (Student Services or Academic Affairs) for signature of approval.
3. The department forwards the form to the Plant Facilities Department for processing after obtaining the signature of approval from both the Associate Vice President (Facilities) and Vice President of Administrative Services, respectively.
4. The Plant Facilities Department shall assist in the following:
 - a) Transfer claimed property to another location
 - b) Determine the probable value, in conjunction with the District Contract and Purchasing Department, for the sale of the asset to be disposed
 - c) In conjunction with Asset Tech (external party), process and/or post the item for offering to other District locations and then to the Public Auction website (www.esurplussauction.com) in accordance with the established asset procedures.
5. Once an asset is approved internally for disposal and is being offered for disposal to an external party, the asset must be reported to the Board of Trustees and authorized for disposal prior to the disposal. However, if the asset is being disposed of through public surplus, the disposal approval by the Board may take place as a ratification item.

6. Assets approved for surplus will be posted internally for fourteen (14) calendar days for viewing by other District locations. The College/District Office will then post the available items via www.esurplusauction.com for fourteen (14) calendar days. There is no limit as to how long the items can remain on www.esurplusauction.com. The money received from the sale shall be credited to gain/loss on sale of the asset income account in the college Unrestricted General Fund.
7. District and college employees may bid on items posted for surplus except if the item posted for surplus originates for disposal at the employee's department at the college or District Office.
8. If the asset is transferred from one building to another or one location to another, the asset must be updated and tracked in the asset database except as stated in 9 below.
9. If the asset value is equal to or less than \$250, the asset may be tracked at the discretion of the Vice President of Administrative Services.