



<b>Title:</b>	Disposal of Federally Funded Property
<b>Effective Date:</b>	11/20/2017
<b>Last Revision Date:</b>	10/25/2017
<b>Cancellation:</b>	
<b>Office:</b>	Facilities Management (FM)

## *Disposal of Federally Funded Property*

### PURPOSE

This policy and procedural guidance requires that equipment acquired with federal funding is managed in accordance with Federal regulations, Education Department General Administrative Regulations (EDGAR) §200.313, sponsor requirements, LCTCS, and Northshore Technical Community College (NTCC) policies.

### PROCEDURES FOR PERKINS

1. The Campus Property Control Managers (CPCM) and the Certified Perkins Representative (CPR) will ensure guidelines, rules, and policies are followed.
2. When it is determined that equipment or a non-consumable supply purchased with Carl D. Perkins funds is no longer needed for the intent for which it was originally purchased, and the property can still be used, the CPR will survey the other College CTE programs to determine if a campus would be able to use the property. If there is another CTE program that would be able to use the property, the CPCM must enter the item(s) into the LPAA asset management system (Asset Management Platform) and request the transfer of property. The transfer request will then need to be approved by the receiving campus/agency. If the request is approved, the item can be physically transferred to the recipient by the most reasonable method. Once received by the recipient, the recipient's property control manager should follow the procedures set out above. If denied, NTCC must keep the property on their inventory. Remember that non-consumable supplies are managed through the Elective Module of the Asset Management system. It is extremely important that these items are entered into the Elective Module and NOT the regular property section of the Asset Management system.
3. When a CTE Instructor or Dean of Campus Administration determines that a piece of equipment or non-consumable supply is no longer needed for the intent for which it was purchased, and the property can still be used outside of the College, he/she notifies his/her CPCM and CPR to assist in surveying other CTE programs to determine if there is any need for the available equipment including secondary and postsecondary programs. If no other programs or local programs can use the equipment a similar survey should be conducted statewide of postsecondary programs. If no program responds, the equipment may be



transferred for use in another federal program within the College. If the recipient gets a response that another program or institution would be able to use the property, the CPCM must enter the item(s) into the LPAA asset management system (Asset Management Platform) and request the transfer of property. The transfer request will then need to be approved by the receiving campus/agency. If the request is approved, the item can be physically transferred by the most reasonable method. Once received by the new recipient, the CPCM should follow the procedures set out above. If denied, the original recipient must keep the property on their inventory at that time.

4. If the property can no longer be used, or a transfer has been denied, the property may be disposed of (surplussed) or scrapped for parts, utilizing all LPAA guidelines. Whether the item is to be disposed of or dismantled, the CPCM must enter the item(s) into the LPAA asset management system and request the surplus of property. Once LPAA approves the surplus request, the property may be scrapped for parts or disposed of. Whether the property is transferred, dismantled for parts, or disposed of, the outcome must be entered in the asset management system / LPAA. All non-consumable taggable items should be entered and accounted for in the Elective Module of the asset management system.

#### **PROCEDURES FOR ALL OTHER (NON-PERKINS) FEDERALLY FUNDED PROPERTY**

1. The Campus Property Control Managers (CPCM) and the Deans of Campus Administration will ensure guidelines, rules, and policies are followed.
2. When it is determined that equipment or a non-consumable supply purchased with federal [excluding Perkins] funds is no longer needed for the intent for which it was originally purchased, and the property can still be used, the campus will survey the other College programs to determine if another program would be able to use the property. If there is another program within the same campus/LPAA agency# that would be able to use the property, the CPCM must enter the item(s) into the LPAA asset management system (Asset Management Platform) and update the appropriate fields such as room #, department, etc. After updating the item, it can be physically transferred to the program by the most reasonable method. A transfer request must take place if the property is being transferred between campuses/LPAA agency #. Remember that non-consumable supplies are managed through the Elective Module of the asset management system. It is extremely important that these items are entered into the Elective Module and NOT the regular property section of the asset management system.
3. If the property can no longer be used, or a transfer has been denied by another campus or program, the property may be disposed of (surplussed) or scrapped for parts, utilizing all LPAA guidelines. Whether the item is to be disposed of or dismantled, the CPCM must enter the item(s) into the LPAA asset management system and request the surplus of property. Once LPAA approves the surplus request, the property may be scrapped for parts or disposed of. Whether the property is transferred, dismantled for parts, or disposed of, the outcome must be entered in the LPAA asset management system. All non-consumable taggable items should be entered and accounted for in the Elective Module of the asset management system.



**Policy & Procedure No. FM-005**  
**Northshore Technical Community College**

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*Policy Reference:*

*NTCC Notification of Taggable Property Policy# FIN-006*  
*LPAA Rules & Regulations*  
*LCTCS Property Management of the Carl Perkins Career and Technical Education (CTE) Act of 2006*  
*Grant Management Procedure Manual, 2016-2017 Edition and/or Education Department*  
*General Administrative Regulations (EDGAR) §200.313*

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Approval Date</b>
X	Property Control Managers	10/19/2017	
X	Certified Perkins Representative	10/19/2017	
X	Leadership Team	11/20/2017	11/20/2017

*Distribution:* Distributed Electronically via College's Internet and E-mail