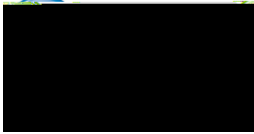


# NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



## College Practices

Approved: September 1, 1999  
Responsibility: COG

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**PRACTICE TYPE:**      **General Administrative**

**PRACTICE TITLE:**    **Disposal of Surplus or Obsolete Goods**

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### **A. Purpose**

Niagara College is responsible for tracking all furniture and equipment. This practice will outline the requirements for tracking furniture and equipment that is no longer in use because it is either surplus or obsolete.

### **B. Procedures on Disposal of Surplus or Obsolete Goods**

1. The Director, Facilities Management is responsible for establishing Practices/Procedures



## NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

### PROCEDURE TITLE: Disposal of Surplus or Obsolete Goods

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Where transfers of inventoried furniture/equipment result, an advisement of new location will be made to the Inventory Record and Control Department for record update purposes. If furniture/equipment is deemed of no internal College use, but having value externally (through sale or donation), the Director, Facilities Management will arrange short-term storage, and the "DECLARATION OF SURPLUS/OBSOLETE FURNITURE AND EQUIPMENT" form forwarded to the Purchasing Manager for action.

4. The Purchasing Manager will contact the Vice-President, Administration and/or Director, Financial Services to obtain approval for the external disposal of surplus furniture/equipment.
5. Upon receipt of approval to dispose externally of the College, the Purchasing Manager will investigate sale to original supplier or another supplier of similar goods; sale to second-hand dealer(s); an exchange for other goods or services; donation to charitable or needy tax-funded or tax-subsidized institution(s); or scrap or sale/disposal/auction through advertising or the Niagara Public Purchasing Committee.

Unless specifically authorized by the Vice-President Administration and/or Director, Financial Services, NO sales or surplus furniture/equipment will be effected to College employees other than through advertising or the Niagara-2(om)-11(mi)-3(tt)-3(e)4(e)4(. )-erhori 2(e)4( )41 Details of these sales will be provided to all Division/Department Heads.

All proceeds realized by are to be credited to the College General Revenue account, unless otherwise arranged by the Vice-President, Administration and/or Director, Financial Services.

6. Where surplus furniture/equipment is of a type that could be used within another area of the College at a later date, the decision on whether to dispose within the short-term or to hold for 1.667-3(ter)5(m s)-3(tora)-4(ge)4( is m)-4(a)4(de)4( b)-19y)20F)-3(a)4(c)4(il)-3(it)-3(ies Ma)4(na)- while the items are in their possession. Important other considerations in the retention are obsolescence, deterioration, availability of space, erhori 2nd physical handling. If storage is elected, er7(a)4(dvice)6( of )-6(fina)5(1 di)-3(sposi)-3(ti)-3(on of)3( inventor)3(ied f)5(ur)3(nit)-3(ur)3(e)4(/

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