

1 Northern New Mexico College
2 Administrative Policy
3 7720 - Disposal and Donation of Property
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5 Authorized by: NNMC Board of Regents
6 Process Owners: Vice-President for Finance and Administration
7 Proposed Revision Approval Date: March 22, 2019
8

9 **1. General**
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11 This policy provides for the efficient, economical, and prudent management of disposal and donation
12 of property for Northern New Mexico College (NNMC). The Business Office is responsible for
13 reassignment of excess equipment, and disposal of college equipment. Every effort will be made to
14 recycle usable equipment within the college. Departments are to contact the Business Office before
15 disposing of all surplus or excess equipment.
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17 **2. Acquiring Surplus Equipment**
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19 All requests for surplus equipment must be directed to the Purchasing Department. This department
20 in coordination with the Facilities Department are aware of the availability of surplus equipment and
21 are responsible for enforcing required procedures for the acquisition, control, and final disposition of
22 surplus equipment. These departments work closely to store surplus equipment while the proper
23 approvals are being obtained to either dispose or donate equipment. Departments are welcome to
24 inspect available surplus equipment for possible re-use while the approval process for disposition or
25 donation is being conducted.
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27 **2.1 Procurement of Federal Government Equipment**
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29 Federal government surplus equipment is available only to college departments participating in
30 federal projects through grant or contract programs. All federal requirements of the grant and
31 contract programs must be adhered to when surplus equipment is being re-assigned. Requests for
32 equipment acquired with federal funds must be prepared by the department who holds the equipment
33 and submitted in writing to the Grants Office. A detailed list of each item must accompany the
34 request. Requests will be reviewed for compliance and a written approval/response will be provided
35 to the appropriate staff in the Business Office and the Information Technologies (IT) department for
36 proper tracking of property.
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38 **2.2. Procurement of State Equipment**
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40 Surplus equipment purchased with state funds that is no longer needed by a department should
41 be offered to other departments within the college; if not needed internally, the items will be
42 offered to various state agencies. The Business Office coordinates the donation to eligible agencies,
43 institutions, and organizations in the State of New Mexico, but only after obtaining proper approval
44 as required by New Mexico State Statute, NMSA 1978 13-6.2.
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2 **3. Disposal of College Equipment**

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4 All dispositions of college equipment must be processed through the Business Office in coordination
5 with the IT Department. Departments that have surplus or excess equipment may request to transfer
6 equipment to another department or request to dispose of the equipment. To request a transfer of
7 equipment, complete a [NNMC Inventory Control Form](#) and submit it to the Information
8 Technology (IT) Department. To request disposal of equipment, complete a [Request for
Deletion/Disposal of Assets and Property](#) form and submit it to the Business Office to begin the
9 approval process for the disposition. Once approved, the IT Department will perform hard drive
10 erasures for computers and provide the necessary documentation to certify to the erasure of the hard
11 drives to the State of New Mexico Approval for disposition of property. The Business Office will
12 coordinate and process the disposal in accordance with New Mexico State Statute NMSA 1978 13-
13 6-1 and 13-6-2, as well as 2.2.2 NMAC. (Please see requirements for equipment purchased with
14 federal funds below.)
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17 **3.1. Public Sale**

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19 Public auction sales are coordinated within the college and are held approximately every quarter
20 within the fiscal year. The auction is conducted on campus at the Facilities Department yard.
21 This action is taken only after all approvals are obtained as required by New Mexico State Statute,
22 NMSA 1978 13-6-1.
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24 **3.2. Donations**

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26 Donations of surplus equipment by the college must comply with New Mexico State Statute,
27 NMSA, 1978 13-6-2. The Board of Regents must approve the removal from inventory of items with
28 a cost value over \$5,000 appearing on the public inventory. Requests for all donations, regardless of
29 cost value, must be coordinated with the Business Office and all proper documentation must be
30 completed before a donation of goods can be made. This documentation includes the [Request for
Deletion/Disposal of Assets and Property](#) form, a NNMC Surplus Property Hard Drive Erasure
31 Certification if computer equipment is included (provided by the IT Department), and a list itemizing
32 the equipment to be donated, the recipient's contact information, and the proposed educational use of
33 the item(s) being donated. (Please see requirements for equipment purchased with federal funds
34 below.)
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37 **4.0 Disposal or Change of Use for Equipment Purchased with Federal Funds**

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39 All dispositions or change of use of college equipment purchased with Federal funding, must be
40 processed through the Grants Office following the guidelines presented in the Federal Uniform
41 Guidance, sections [2 CFR 200.313 Equipment](#) and [2 CFR 200.439 Equipment and other capital
expenditures](#). Per these regulations, equipment purchased with federal funds must be used in the
42 program or project for which it was acquired, whether or not the project or program continues to be
43 supported by the Federal award. When the equipment is no longer needed for the original program or
44 project, the equipment may be used for other activities with written approval of the awarding Federal
45 agency. Such equipment must still be inventoried. Other restrictions and conditions may apply.
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