



OPERATING POLICY — SECTION 500

NUMBER: 585

SUBJECT: ASSET MANAGEMENT & DISPOSITION POLICY & PROCEDURE

LAST REVIEWED: 3/5/2012, 5/8/2020, PROCEDURE REVIEWED 12/14/2020

EXECUTIVE COMMITTEE APPROVAL: 5/1/2020; PROCEDURE APPROVED 12/14/2020

BOARD APPROVAL: 3/5/2012, 5/20/2020

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585.1 POLICY

- 1.1 Reasonable management procedures dictate the orderly disposition of equipment which is no longer needed or which is determined unserviceable or outdated for instruction programs or administrative use.
- 1.2 Governing Standards
 - 1.2.1 All property purchased with any form of MTECH funding must be disposed of by the Purchasing Department. The Purchasing Department is responsible for developing procedures to dispose of MTECH property.
 - 1.2.2 The Purchasing Department will dispose of all equipment according to State of Utah guidelines and best practices. This disposal may include selling, donating, recycling, or throwing away property.
 - 1.2.3 No equipment purchased with MTECH funds may be utilized in non- MTECH programs.
 - 1.2.4 Under the direction of the Purchasing Department, responsible individuals in each department will maintain an inventory list of all equipment valued between \$250.00 and \$5,000.00. These departmental inventories must be adjusted immediately upon the addition or removal of equipment from the department. Responsible individuals may include directors, managers, instructors, assistants, or others, as assigned.

585.2 PROCEDURE

Note: All procedures contained herein are in accordance with Utah State Law.

2.1 Transfer or Surplus of MTECH Equipment

- 2.1.1 MTECH employees responsible for equipment will determine when equipment is no longer of value to the College and if this equipment may be needed in another MTECH program or department at the College, or should be sold or traded.

- 2.1.2 If the equipment is not needed by the program or department but is needed in another program or department, the Director will arrange for the transfer of equipment and both responsible employees will update their inventory lists.

2.2 Sell, Trade or Disposal of Surplus of MTECH Equipment

When equipment is determined to be surplus, the Responsible Employee will complete the Disposal of Asset Request Form (DARF) and email it to the AvidXchange Inbox (mtechinvoices@avidbill.com) for approvals (Responsible Employee and respective Director). Both of their signatures, digitally recorded on the form in AvidXchange, authorize the transaction. The DARF can be found on the Public-S Drive under the FORMS / Finance Forms folders.

- 2.2.1 The Responsible Employee and the respective Director will determine the proposed sale price or trade-in value of the equipment in question.
- 2.2.2 The Purchasing Team (Administrator and/or Agent) will advertise the sale, develop the bidding process, collect the proceeds, and arrange for removal of the equipment.
- 2.2.3 When the equipment has been removed or transferred from the program, the Purchasing Team will record the disposal of the equipment in MTECH's GigaTrak asset/equipment tracking software system.
- 2.2.4 If equipment or other assets cannot be located, the Purchasing Team will make note of this equipment "loss" in the MTECH GigaTrak tracking system and will alert the Director of Finance.
- 2.2.5 Equipment donated 3 years prior to the disposal and originally valued \$500 or more: This requires an IRS Form 8282 form to be completed by the Purchasing Team and signed by an Officer of MTECH. When this equipment is considered for disposal, The Purchasing Team will contact the MTECH Development Office to identify the donation date and original value of the equipment at the time of donation, which is required for the IRS Form. The Development office, may, as a courtesy to the donor, notify the donor in advance of the planned disposition because this can affect the donor's original claimed tax deduction. This applies whether the equipment is sold, traded, or given away.