

FLATHEAD VALLEY COMMUNITY COLLEGE

**Policy Manual**

**CHAPTER IV – FISCAL AFFAIRS**

**SECTION 110: CAPITAL EQUIPMENT AND SUPPLY DISPOSAL**

Approved: March 24, 2014

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**CAPITAL EQUIPMENT AND SUPPLY DISPOSAL POLICY**

The President, or his/her designated representative, is authorized to dispose of, at his or her discretion, any individual item of property with a current estimated value of less than \$1,000.

Authorization of the Board of Trustees will be required for the sale or disposal of any property, if such property has a current estimated value of \$1,000 or more.

All property designated for disposal will be offered for public sale to the highest bidder either by an advertised solicitation for sale of the specific item or by public auction.

The Vice President for Administration and Finance and the Director of Facilities will be designated agents for transfer and/or public sale of surplus equipment after proper departmental and Board of Trustees approval.