

DISPOSAL OF PROPERTY – CAMPUS PROCEDURES

The procedures below should be followed by ALL campus personnel when attempting to surplus or dispose of District property.

1. Department completes a [Property Change Request](#) (PCR) form and submits a work order to the Maintenance and Operations (M&O) department.
 - a. A copy of the PCR form must be attached to the work order for processing. If the PCR is missing, the work order will be returned for correction.
 - b. The PCR must be signed in the “APPROVED BY” section by the area Vice President (VP).

2. Once the PCR and work order are processed, M&O personnel will transport the property to the SBVC warehouse or receiving department/location for processing.
 - a. **UNDER NO CIRCUMSTANCES SHOULD DEPARTMENT PERSONNEL/STUDENTS MOVE THE PROPERTY WITHOUT M&O ASSISTANCE.**

3. M&O personnel will complete the bottom section (see below) of the PCR form and return it to their supervisor for filing.

Property Moved By:		Date:	
Property Delivered To:	Time:	Date:	
Verified By:		Date:	