



Disposal and Donation of Property Policy

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1.0 Purpose

This policy provides for the efficient, economical, and prudent management for disposal and donation of property for Northern New Mexico College (College). The Business Office, under the direction of the Chief Financial Officer or their designee, is responsible for reassignment of excess equipment, and disposal of College equipment. Every effort will be made to recycle usable equipment within the College. Departments are to contact the Business Office before disposing of all surplus or excess equipment.

2.0 Acquiring Surplus Equipment

All requests for the acquiring surplus equipment must be directed to the Purchasing Office. This office in coordination with the Business Office and Facilities Department are aware of the availability of surplus equipment and are responsible for enforcing required procedures for the acquisition, control, and final disposition of surplus equipment. These units work closely to store surplus equipment while the proper approvals are being obtained to either acquire, dispose or donate equipment. Departments are encouraged to inspect available surplus equipment for possible re-use while the approval process for disposition or donation is being conducted.

2.1 Procurement of Federal Government Equipment

Federal government surplus equipment is available only to College departments participating in federal projects through grant or contract programs. All federal requirements of the grant and contract programs must be adhered to when surplus equipment is being re-assigned. Requests for equipment acquired with federal funds must be prepared by the department who holds the equipment and submitted in writing to the Business Office/Grants Manager. A detailed list of each item must accompany the request. Requests will be reviewed for compliance and a written approval/response will be provided to the appropriate staff in the Business Office and the Information Technologies Services (ITS) department for proper tracking of property.

2.2 Procurement of State Equipment

Surplus equipment purchased with state funds that is no longer needed by a department should be offered to other departments within the College; if not needed internally, the items will be offered to various state agencies. The Business Office coordinates the donation to eligible agencies, institutions, and organizations in the State of New Mexico, but only after obtaining proper approval as required by New Mexico State Statute, NMSA 1978 13-6-2.

3.0 Internal Transfer of College Equipment

All dispositions for the transfers of College equipment and property must be processed through the Business Office, and in coordination with the ITS for items related to information technology.

Departments that have surplus property or excess equipment may request to transfer equipment to another department. To request a transfer of information technology related equipment, complete a [NNMC Inventory Control Form](#) and submit it to the Information ITS to begin the approval process for the disposition. The ITS will coordinate with the Business Office on completing the transfer process.

To request a transfer of all non-information technology related equipment and property, complete a [Request for Deletion/Disposal of Assets & Property](#) form and submit it to the Business Office to begin the approval process for the disposition. (Please see requirements for equipment purchased with federal funds below.)

Please note that transfers must not commence unless written approval is made by either the Business Office, Information Technology Services or both.

3.1 Disposal of College Equipment

All dispositions for deletions of College equipment and property must be processed through the Business Office, and in coordination with the ITS for items related to information technology.

To request disposal of information technology related equipment, complete a [Request for Deletion/Disposal of Assets & Property](#) form and submit it to the Information ITS to begin the approval process for the disposal.

To request disposal of all non-information related equipment and property, complete a [Request for Deletion/Disposal of Assets & Property](#) form and submit it to the Business Office to begin the approval process for the disposal.

The Chief Financial Officer or their designee is responsible for obtaining approval from the Board of Regents for disposition. Once all written approvals are made with Final Notice coming from the Business Office the ITS will then perform hard drive erasures for computers and other electronic devices and provide the necessary documentation to certify to the erasure of the hard drives to the Office of the State Auditor for disposition of property. The Business Office will coordinate and process the disposal in accordance with New Mexico State Statute NMSA 1978 13-6-1 and 13-6-2, as well as 2.2.2 NMAC. (Please see requirements for equipment purchased with federal funds below.)

3.2 Public Sale

Public auction sales are coordinated within the College and are held as needed. The auction is conducted on campus at the Facilities Department yard. This action is taken only after all approvals are obtained as required by New Mexico State Statute, NMSA 1978 13-6-1.

3.3 Donations

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

4.0 Disposal or Change of Use for Equipment Purchased with Federal Funds

All dispositions or change of use of College equipment purchased with Federal funding, must be processed through the Business Office/Grants Manager following the guidelines presented in the Federal Uniform 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 program or project for which it was acquired, whether or not the project or program continues to be supported by the Federal award. When the equipment is no longer needed for the original program or project, the equipment may be used for other activities with written approval of the awarding Federal agency. Such equipment must still be inventoried. Other restrictions and conditions may apply.

References & Links

State of New Mexico Links

New Mexico Office of the State Auditor: 2.2.2 NMAC State Audit Rule:

<https://www.osa.nm.gov/auditing/financial-audits/audit-rule/>

New Mexico General Services Department – Surplus Property Division:

<https://www.generalservices.state.nm.us/surplus-property/>

New Mexico Statutes Annotated 1978 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property: [https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment/zoupio-](https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment/zoupio-Toc175762706/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2AVi4DYATFwAM-AJQAaZNIKEIARUSFcAT2gByDZliEwuBEpXqtOvQZABIPKQBC6gEoBRADJOAagEEAcgGEnkgRgAEbQpOzi4kA)

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New Mexico Statutes Annotated 1978 13-6-2. Sale of property by state agencies or local public bodies; authority to sell or dispose of property; approval of appropriate approval authority.

[https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment/zoupio-](https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment/zoupio-Toc175762708/BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYB2AVi4DYATFwAMADgCUAGmTZShCAEVEhXAE9oAck1SIhMLgTLVG7bv2GQAZTykAQhoBKAUQAyZgGoBBAHIBhZylSMAAjaFJ2CQkgA)

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Federal Procurement Links

Federal Uniform Guidance: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.313>