



# Purchasing and Equipment Manual

GTCC

Department of Purchasing & Contract Administration  
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PERSONAL ITEMS .....	25
PURCHASES REQUIRING SPECIAL HANDLING .....	26
EVALUATION OF EQUIPMENT .....	26
VENDOR NOT REGISTERED FOR ePROCUREMENT .....	26
P-Cards and Non-Registered Vendors .....	27
DIRECT PAY PROCEDURES .....	27
PROFESSIONAL SERVICE AGREEMENTS & CONTRACTED SERVICES.....	27
Professional Service Agreements (PSAs) .....	27
Hiring Manager Responsibility .....	28
Contractor’s Responsibility.....	28
Contracted Services .....	28
CONTRACTS.....	28
Lease or Rental Contracts .....	28
Lease-Purchase and Installment-Purchase Contracts .....	29
TAXES .....	30
SPECIAL CIRCUMSTANCES.....	30
Emergency/Pressing Need Purchases .....	30
Pre-Payment of Goods or Services .....	31
Changes to Purchase Orders .....	31
MAINTENANCE CONTRACTS & SERVICE REPAIRS .....	32
Maintenance Contracts .....	32
Service Repairs.....	32
Maintenance for Multi-Function Devices (MFDs), Printers, and Copiers .....	32
DUPLICATING/PRINTING .....	33
SPECIFICATIONS .....	33
SOLICITATION.....	34
PROTEST PROCEDURES .....	34
INSPECTION OF GOODS .....	36
EMPLOYEE DISPUTES .....	36
EQUIPMENT MANUAL .....	37
EQUIPMENT.....	38
CAPITALIZED/NON-CAPITALIZED EQUIPMENT .....	38
USEFUL LIVES OF EQUIPMENT.....	38
ADDITION OF EQUIPMENT .....	38
ASSET NUMBER.....	39
SHIPPING/RECEIVING .....	39
PHYSICAL INVENTORY .....	39
STEWARDS.....	40
AUDITS.....	40
RECORDS RETENTION .....	40
DONATED EQUIPMENT .....	41
EQUIPMENT REPAIRS.....	41
OFF-CAMPUS USE OF EQUIPMENT .....	42
LOST/STOLEN EQUIPMENT .....	43
RECOVERED ASSETS .....	43
MOVEMENT OF EQUIPMENT (EQUIPMENT TRANSFERS).....	43
MAINTENANCE & SERVICE REQUESTS.....	44
Maintenance .....	44
Service desk tickets (ITS).....	44



# PURCHASING MANUAL

# INTRODUCTION

This manual is intended to provide general policies and procedures necessary to purchase equipment, supplies, and services. It applies to the acquisition of all equipment, materials, supplies, printing, and services through outright purchase, rental, lease, or lease-purchase.

All community colleges are required by General Statute 115D-58.5 to purchase all supplies, equipment and materials by contracts made by or with the approval of the NC Department of Administration (DOA), Division of Purchase and Contract (P&C).

The State's purchasing program is based on sound competitive purchasing procedures. The importance of seeking competition exists at all levels of expenditure, and it is reflected in the way specifications and/or a scope of work (SOW) is written, in searching for new sources of supply, in attempting to make procurement documents simple and inviting, and in everyday courteousness shown to prospective vendors and contractors. Where competition is not sought or obtained, the reason must be valid and documented.

**Price does not have to be the only consideration when seeking competition.** Other factors include terms and conditions, delivery schedules, lead times, types and degrees of service required, inspection and testing procedures, transportation and delivery costs, warranties and guarantees required, references, and company background & experience.

## SIGNATURE AUTHORITY

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# HUB UTILIZATION POLICY

As defined in NCGS 143-128.4, historically underutilized businesses (HUBs) are businesses owned and controlled (at least 51%) by US citizens who are members of one of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled, or Disadvantaged. GTCC shall seek competition from certified HUB vendors to the greatest extent practicable. See the College Plan to Increase Participation by Historically Underutilized Businesses in the Procurement of Goods and Services for additional information.

## PURCHASING DELEGATIONS

An agency or institution's purchasing delegation is the maximum amount they can purchase or contract for without prior review and approval by P&C unless an exemption is afforded by North Carolina Administrative Code (NCAC) with regards to a specific type of purchase or the purchase is made from a North Carolina State Term Contract. GTCC's purchasing delegation is **\$50,000.00**.

## PURCHASING THRESHOLDS FOR NON- INFORMATION TECHNOLOGY (NON-IT) RELATED PURCHASES

Purchasing thresholds determine the purchasing procedures that must be used when soliciting competition and obtaining offers from vendors. The various purchasing thresholds and their associated procedures are outlined below.

### **Purchases \$29,000.00 and under (including tax and shipping)**

Although not required, employees are encouraged to obtain informal competitive quotes from several vendors to ensure they are receiving the best price, service, and quality available for a particular purchase that is \$29,000.00 and under. Written quotes from the vendor are preferred. However, quotes may be obtained via e-mail, phone, the vendor's website, or catalog. If using a catalog, please ensure you are obtaining the most recent prices. Written quotes should be attached to the requisition and phone quotes should be annotated on the requisition. Whenever practicable and available, one quote should be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC Electronic Vendor Portal and the NC HUB Office websites.





# PURCHASING THRESHOLDS FOR INFORMATION TECHNOLOGY (IT) RELATED PURCHASES

Purchasing thresholds determine the purchasing procedures that must be used when soliciting competition and obtaining offers from vendors. The various purchasing thresholds and their associated procedures are outlined below.

## **Purchases \$10,000.00 and under (including tax and shipping)**

Although not required, employees are encouraged to obtain informal competitive quotes from several vendors to ensure they are receiving the best price, service, and quality available for a particular purchase that is \$10,000.00 and under. Written quotes from the vendor are preferred. However, quotes may be obtained via e-mail, phone, the vendor's website, or catalog. If using a catalog, please ensure you are obtaining the most recent prices. Written quotes should be attached to the requisition and phone quotes should be annotated on the requisition. Whenever practicable and available, one quote should be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC e-Procurement website and the NC HUB Office website.

## **Purchases \$10,001.00 - \$25,000.00 (including tax and shipping)**

For purchases that are \$10,001.00 up to and including \$25,000.00, informal competition is required. The Purchasing Department will issue a Request for Quote (RFQ), Request for Proposal (RFP), or submit a request through the Collaborative Requisitioning process via NC e-Procurement. Whenever practicable and available, one quote should be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC Electronic Vendor Portal and the NC HUB Office websites.

At the discretion and approval of the Director of Purchasing or Assistant Director, the requirement above may be waived if a Waiver of Competition form is submitted.

## **Purchases greater than \$25,000.00 (including tax and shipping)**

Purchases greater than \$25,000.00 require a formal solicitation of competition from vendors using an Invitation for Bid (IFB), Request for Proposal (RFP) or Request for Quote (RFQ). The Purchasing Department is authorized to solicit competition and manage the bid process for all purchases greater than \$25,000.00. However, GTCC may also decide to seek guidance and assistance with preparing solicitations from NCDIT as appropriate.

# ADDITIONAL POLICIES AND PROCEDURES





# WAIVER OF COMPETITION

## Request to Waive

Conditions permitting waiver for **IT-related** products and services include the following:

1. Competition is not available;
2. A needed product or service is available from only source of supply;
3. Emergency action is indicated;
4. Competition has been solicited but no responsive offers have been received;
5. Standardization or compatibility is the overriding consideration;
6. A donation stipulates the source of supply;
7. Personal or particular professional services are required;
8. A product or service is needed for a person with disabilities and there are overriding considerations for its use;
9. Additional products or services are needed to complete an ongoing job or task;
10. A particular product or service is desired for educational, training, experimental, developmental or research work;
11. Equipment is already installed, connected and in service, and it is determined advantageous to purchase it;
12. Items are subject to rapid price fluctuation or immediate acceptance;
13. There is evidence of resale price maintenance or other control of prices or collusion on the part of persons or entities that thwarts normal competitive procedures unless otherwise prohibited by law;
14. A purchase is being made and a price is available from a previous contract;
15. The requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization; or
16. A used item is available on short notice and subject to prior sale.

Although competition may be waived for proper cause, its use is required wherever practicable. Where a waiver of competition is being considered, GTCC may negotiate with a potential vendor(s) in an effort to acquire the quality of commodity or service needed at the best possible







- d. Vendor Contracts/Agreements w/terms and conditions (e.g., license agreements, service agreements, advertising agreements)
  - e. Request to Waive Competition (e.g., Sole Source-Brand Specific Justification Form or Emergency-Pressing Need Justification Form)
5. The Purchasing Department will evaluate the employee's requisition and accompanying documents to determine the most appropriate method of procurement.
  6. The Purchasing Department will contact the employee if additional information or documentation is required to process the requisition.
  7. If the purchase is \$29,000 or less (\$25,000 for IT Purchases) and all required information has been submitted with the requisition, the Purchasing Department will issue a purchase order (PO) to the vendor. A copy of the requisition and PO will be sent to the employee confirming that the PO has been issued to the vendor.
  8. If the purchase is over \$29,000 (\$25,000 for IT Purchases) and requires seeking competitive proposals or bids, the Purchasing Department will utilize Collaborative Requisitioning or will issue an IFB, RFP, or RFQ as appropriate and seek competitive bids/quotes.
  9. Bids are received, tabulated, and evaluated by the Purchasing Department, end-user, and/or evaluation committee.
  10. The bid is awarded, and a PO is issued to the winning vendor.
  11. The product/service is delivered to the employee.
  12. The end-user is responsible for monitoring the performance of the contract and notifies the Purchasing Department if there are any issues that need to be resolved.
  13. If a product requires an inspection, the Purchasing Department coordinates the inspection with the end-user and the Quality Acceptance Inspector.
  14. The vendor submits an invoice for payment.
  15. When the end-user approves the invoice for payment and an inspection (if necessary) has been successfully completed, the vendor is paid for the product or service provided.

### **Important Notes About the Purchasing Process**

- x Employees are not authorized to place orders directly with vendors unless they are an authorized P-Card user. Employees may only obtain quotes from vendors and submit requisitions with quotes attached to the Purchasing Department. The Purchasing Department will place the order on behalf of GTCC and the employees to ensure all State laws/rules and GTCC policies/procedures have been followed.
- x The employee must obtain appropriate approvals on the requisition. At a minimum, the departmental Budget Manager must approve the requisition. Other signat (of)2 o (n.)2 ( )-9.9 (a)0 g

issuance of the PO. The competitive bid process may take as long as 6-9 months.

- x Potential delays in processing requisitions, awarding contracts, and issuing POs to vendors include but are not limited to the following situations: negotiating terms and



need. This ensures that funds are not encumbered unnecessarily. Blanket purchase orders are closed at fiscal year-end. If a blanket crosses fiscal years, a new blanket will be reissued for the remaining balance in the new year.

The procedures for blankets are as follows:

1. All blankets must have a start date and an expiration date. This date may change depending on budget requirements for the year. The Purchasing Department will begin year-end reviews in late March or early April to determine what blankets need to be









The Director of Purchasing or designee may also submit vendor complaints to P&C and/or NC DIT if the issue cannot be resolved at the college level. Employees

purchase. Failure to seek proper approval prior to the purchase of these items may result in the employee being held personally liable for the expense.

## PURCHASES REQUIRING SPECIAL HANDLING

If GTCC needs to purchase radioactive materials, radiation producing equipment, or compressed cylinders, the Purchasing Department will follow the purchasing procedures as with any other goods. A material safety data sheet (MSDS) sheet is to be requested with all such purchases. Receiving, storage and other handling of such items will all be in accordance with the MSDS. Questions about handling or storing this type of purchase should be directed to GTCC's Facility Operations Department.

## EVALUATION OF EQUIPMENT

The Purchasing Department must be notified prior to any installation of a vendor's equipment for the purpose of evaluation. This is required for the financial protection of the department and institution.

If a vendor offers equipment to be installed for evaluation, the following criteria applies:

- GTCC is in no way obligated to purchase or lease the equipment after evaluation.
- The department receiving the equipment for evaluation is not authorized, either expressed or implied, to commit GTCC to purchase or lease the equipment after evaluation.
- Equipment must be adequately identified as belonging to the vendor during the evaluation period.
- Any evaluation contract, permission/release sheet, or receipt of goods slip must be reviewed, and if deemed appropriate, signed by the Purchasing Department.
- The vendor is responsible for all costs incurred prior to, during, and after the evaluation. Equipment insurance is the responsibility of the vendor. GTCC assumes no liability for the equipment.
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All PSAs and Contracted Service Agreements must be processed through the Purchasing Department. The PSA form is to be submitted for both professional service and contracted

or rental contracts after the same procedures for purchasing supplies, equipment, and materials. P&C approval is not required.

### **Lease-Purchase and Installment-Purchase Contracts**

Under NCGS 115D-58.15, GTCC may elect to enter into lease-purchase and installment-purchase contracts. As with any purchase of goods, employees must follow the purchasing procedures described by GTCC, P&C or ITS. For installment purchases, it is recommended that a separate contract be sought for the financing in order to secure the best financing rate.

It is important to remember that the Board of Trustees must approve all contracts, and if the contract exceeds \$100,000 or three years, the following rules also apply:

- x If the contract is for \$100,000 or less, or for three years or less, approval is not required from the State Board of Community Colleges (State Board) or county commissioners.
- x If **state** funds are used and the contract exceeds \$100,000 or three years, it must be approved by the State Board.
- x If **local** funds are used and the contract exceeds \$100,000 or three years, it must be approved by the county commissioners in the form of a resolution. The commissioners must also acknowledge in writing that GTCC may require appropriations from them in order for the college to meet the obligations of the contract.
- x If **local** funds are used and the contract is for \$500,000 or more, and for five years or more, it must be approved by both the county commissioners and the Department of State Treasurer, Local Government Commission.
- x GTCC cannot have in effect at any one time more than five state-funded contracts that are permitted under this rule.
- x No contract may contain a non-substitution clause that restricts the right of the trustees to continue to provide a service or activity or replace or provide a substitute for any property financed or purchased by the contract.
- x It is recommended that each contract contain a non-appropriations clause similar to the following:
  - o No deficiency judgment may be rendered against the Board of Trustees, the tax-levying authority, the State Board of Community Colleges, or the State of North Carolina in any action for breach of a contractual obligation under this contract. The taxing power of the tax-levying authority and the State is not pledged directly or indirectly to secure any monies due under this contract.
  - o Contracts that must be approved by the State Board need to be submitted to the Administrative and Facility Services Section by the 15<sup>th</sup> of the month preceding the next regularly scheduled State Board meeting. To avoid delay in the award of a contract, you may submit for approval contracts that are part of the bid package and will be used for financing.
  - o Submission of these contracts in a timely manner is strongly recommended. By law,

the State Board must approve these contracts before the college can execute the contract.

- o When contracts are submitted, the System Office staff will review them for conformity with the legislation and present those contracts conforming with the law to the State Board for approval. An annual report will be made to the State Board on the state- funded contracts exceeding \$100,000, or three-year terms, and the amount of state funds obligated for the next year.

## TAXES

The North Carolina terms and conditions contains the following information on taxes:

- x Federal: All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
- x Other: Prices offered (in bids or quotes) are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

The following items are exempted from N.C. sales tax:

- x Items purchased for resale
- x Rental of real property

GTCC is NOT tax exempt. All other purchases of supplies and materials are subject to the current sales tax rate. Sales tax is calculated on the total cost including freight charges.

If an item is being traded in as a part of the payment, the sales tax is calculated on the original sales cost and not on the net cost. If sales tax is not collected by a vendor, use tax will be paid to the North Carolina Department of Revenue by GTCC, from the appropriate depart sed2 (e)' (s)4 37 000



purchase order is sent to the vendor.

## MAINTENANCE CONTRACTS & SERVICE REPAIRS

### **Maintenance Contracts**

Maintenance contracts are usually the most economical method of maintaining equipment, and the original manufacturer or their service agency best maintains specialized critical equipment. It is advisable to consider having this type of coverage. Parts and supplies are not generally covered by maintenance contracts. However, the cost of labor, travel and service calls can usually justify this type of contract.

Each department is responsible for reviewing and establishing maintenance contracts for items in their department, and a maintenance contract is initiated by submitting a requisition and an unsigned copy of the maintenance contract to the Purchasing Department.

Typically, a blanket PO is prepared annually for services supported by a contract. For approved contracts, Purchasing will sign the contract on behalf of the college, and a copy of the signed contract and purchase order will be forwarded to the vendor providing the maintenance. Employees should also notify Purchasing in writing if they are not satisfied with the level of service being provided by a maintenance contract for any items owned by GTCC.

### **Service Repairs**

For any items that need repairs, please follow the guidelines listed below:

- x If parts and supplies are needed to repair a piece of equipment and they are not covered by a maintenance contract, a separate requisition for parts and supplies is required at the time of the actual service request.
- x If an item needs to be returned to a vendor for service, call the Purchasing Department to receive a fast, verbal purchase order number own







partnership, individual or other entity submitting a response to a Solicitation.” 01 NCAC 05A .0112. Thus, a vendor must have submitted a response to the procurement at issue in order to submit a bid protest.

that a meeting would serve no useful purpose, then the SPO may, within ten (10) calendar days from the date of receipt of the letter, respond in writing to the vendor and refuse the protest meeting request. Otherwise, the SPO must notify the protesting vendor within the ten (10) day period that a protest meeting will be scheduled.

3. If the protest meeting is granted, the SPO shall attempt to schedule the meeting within thirty (30) calendar days after receipt of the letter, or as soon as possible thereafter.
4. Within ten (10) consecutive calendar days from the date of the protest meeting, the SPO shall respond to the vendor in writing with the decision.
5. If there is any further administrative or judicial review of the contract award, the SPO shall notify the Secretary in writing.

## INSPECTION OF GOODS

The college now holds responsibility for inspections, previously managed by the State. Prior to approving payments, the End User confirms the equipment's satisfactory operational state and confirms the possession of required certifications. The college promptly notifies vendors of any defects, escalating unresolved issues to the Division of Purchase and Contract if necessary.

## EMPLOYEE DISPUTES

In order to avoid employee disputes after receipt of goods or services, the Purchasing Department will work closely with employees to be sure that product descriptions, specifications, etc. will meet the needs of the employee. At its discretion, Purchasing may elect to have the employee review quotes or bids received to provide input prior to the actual award of the contract.

In the event that the employee does have a dispute, the employee will notify the vendor and the Purchasing Department of the problem. The employee will make every effort to resolve the issue directly with the vendor. In the event that no resolution is reached, the employee will notify the Purchasing Department of the problem. The employee will make every effort to resolve the issue directly with the vendor. In the event that no resolution is reached, the employee will notify the Purchasing Department of the problem.

# EQUIPMENT MANUAL

# EQUIPMENT

In general, equipment includes non-consumable items that have an extended useful life. These items retain their original shape and appearance with use and do not lose their identity through the incorporation into a different or more complex unit or substance.

## CAPITALIZED/NON-CAPITALIZED EQUIPMENT

Equipment with a value of at least \$5,000 is defined as capitalized equipment. All capitalized equipment is depreciated each year and is tracked for inventory purposes as required by the NC Community College System Office. Equipment with a value less than \$5,000 is defined as non-capitalized equipment and is not depreciated or required to be tracked on GTCC's inventory system by the NC Community College System Office unless the equipment is considered high risk. Additionally, the NC Community College System Office has further

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has been paid for is added to Colleague. Acquisition cost of each piece of equipment includes the unit price, freight, tax, installation, and incidentals that add to the value of the asset.

Each piece of equipment is tracked by fund source (state, county, institutional, federal, donations, and high-risk minor), and a reconciliation is completed each month to reconcile the fixed assets module in Colleague to the general ledger.

When adding equipment to Colleague, GTCC uses a standard naming convention that lists the type of equipment followed by a short description (ex. "Computer, Dell AIO"). In situations where a description is unknown or a unique piece of equipment is purchased, a description from the purchase order is used in lieu of the standard naming convention.

## ASSET NUMBER

Each item added to GTCC's inventory receives a unique asset ID for tracking purposes. Each asset ID includes a prefix of 838 followed by a six-digit number (ex. 838-123456).

Any equipment that cannot be located through physical inventory will be reported as lost/stolen at the end of the fiscal year.



# DONATED EQUIPMENT

When any piece of equipment is donated directly to a department, the department chair is responsible for notifying the GTCC Foundation and completing a Gift Acceptance Form. Upon notification, the GTCC Foundation will send a note of appreciation on behalf of GTCC to the donor and will notify Inventory Control that donated equipment has been received.

If donations require a signature on a contract or agreement, these must be signed by the Director, Purchasing and Contract Administration, the Vice President, Business & Finance, or the President.

Donated equipment items that have a value of \$5,000 or more must be assigned an asset number and placed on inventory. All donated vehicles and aircraft, regardless of value, must be assigned an asset number and placed on inventory. Donated vehicles will be titled to the Board of Trustees of Guilford Technical Community College. The Business Office must be notified in order to complete 1098-C reporting.

must accompany the equipment. This purchase order number will be used as documentation and verification of the repair requested and can be used for tracking purposes.

For all repairs, departments are responsible for coordinating shipping of equipment to and from the vendor completing repairs. Departments should also ensure that the vendor has the correct address (including building name and room number) for return shipping and contact information for the person in the department coordinating the repairs.

A Request for Off-Campus Equipment Repair form must also be completed for each piece of equipment requiring repair at an off-campus facility. The department requesting the repair must have the form completed and approved by both the Department Head/Supervisor and Inventory Control. In the case of an emergency or pressing need, the Request for Off-Campus Equipment Repair form should be completed and forwarded to Inventory Control within three (3) working days. Upon return of the repaired equipment, Inventory Control should be notified and copies of repair orders or invoices should be forwarded to Inventory Control to file with the ( e))sdccc

# LOST/STOLEN EQUIPMENT

GTCC has the responsibility to provide accountability for all equipment in its custody. Internal control measures have been implemented to keep equipment losses to a minimum. If a loss should occur, Campus Police, the equipment steward, and Inventory Control staff should be notified immediately. A police report must also be completed with the following information: state tag number, serial number, model number, description, and cost. If this information is unknown, it can be provided by Inventory Control staff. The equipment stewards and other college employees who use the lost/stolen equipment must assist Campus Police and Inventory Control staff with any subsequent requests for information regarding the equipment.

# RECOVERED ASSETS

Recovered assets are assets that were previously reported lost/stolen but have since been relocated. In most cases, recovered assets should be assigned a new asset number when found and added back to inventory. In cases where the asset no longer has a value or no longer has a useful life, the asset may be sold at auction or recycled without being added back to inventory.

Shipping/Receiving staff should be notified when an asset has been recovered so the asset can be re-tagged if needed.

# MOVEMENT OF EQUIPMENT (EQUIPMENT TRANSFERS)

Whenever equipment is moved or transferred from one location to another, an Equipment Transfer form must be completed and submitted to Inventory Control staff documenting the movement of that asset. Equipment stewards are responsible for ensuring this paperwork is received by Inventory Control staff.

Equipment Transfer forms must be completed with the follow2 (/)2 (s12 ( be)79er)6.9 (es)4.(s12 ( bie f)2

process each year. If equipment is transferred to a new area but an Equipment Transfer form is never completed, the original steward is still considered the steward of record for the equipment. This includes any equipment that ITS may pick up for repair or exchange.

## MAINTENANCE & SERVICE REQUESTS

### Maintenance

When college employees need the assistance of maintenance staff to move equipment on campus, they should submit requests through School Dude. Transfer forms must also be completed for the movement of equipment on all campuses. Refer to **Movement of equipment (equipment transfers)** for more information.

### Service desk tickets (ITS)

When college employees need the assistance of ITS staff to move equipment on campus, they should submit an ITS Service Desk ticket. Transfer forms must also be completed for the movement of equipment on all campuses. Refer to **Movement of equipment (equipment transfers)** for more information.

## SURPLUS PROPERTY

If a college employee determines that a piece of equipment has exceeded its useful life, a request may be made to remove this equipment from their area.

For computer or networking equipment, these requests should be directed to the ITS department through a Service Desk ticket. For all other items (furniture, instructional equipment, large items, etc.), these requests should be directed to Facilities through a School Dude request. No surplus equipment should ever be thrown away. Equipment transfer forms must be completed for all equipment being removed from service. See **Movement of equipment (equipment transfers)** for more information.

Once equipment has been removed from its original service area, the equipment may be redeployed in another area based on college needs. If there is no additional need, the equipment will be offered to other state agencies, sold through public auction, recycled, or destroyed. No surplus equipment can be kept for personal use by college employees.

All sensitive data must be removed from surplus equipment before it can be removed from inventory. ITS staff are responsible for ensuring all sensitive data has been removed from surplus computer and networking equipment. College employees are responsible for cleaning all files, papers, etc. from any cabinet or piece of furniture.

## Disposal of Surplus Property

GTCC disposes of obsolete surplus property in accordance with the North Carolina Community College System Purchasing and Equipment Procedures Manual and G.S. 160A Sale and Distribution of Property. Authorized methods of disposal include:

1. When disposing of serviceable equipment that can be used by other colleges, notice should be circulated to the other community colleges via email. Equipment may be offered at no cost or minimum bids can be requested. If no college requests the surplus equipment, the college may sell or donate equipment to public schools, other governmental agencies, or non-profit organizations.
2. With prior approval, GTCC may sell equipment that is not donated or sold to other agencies via public auction.
  - a. Prior to holding an auction, the GTCC Board of Trustees must adopt a resolution authorizing GTCC to dispose of college property via public auction.
  - b. Once an auction is scheduled, notice of the auction must be published at least once and no less than 10 days prior to the auction.

Employees of GTCC are prohibited from the personal use of any college property or its distribution even after such property has been declared as surplus.

### **Claiming Surplus Property**

Many NC community colleges will notify other community colleges when they have surplus property available. The Inventory Control Specialist will notify potentially interested departments when we are notified that surplus property is available from another community college.

GTCC also keeps a limited supply of lightly used good quality surplus furniture on hand. End users should contact the Facilities Department to determine if any furniture is on-hand and available.

## **DISPOSALS**

Equipment Disposal forms must be completed to request official removal of surplus equipment from GTCC's inventory.

A Request to Dispose of Capital Assets form must be completed when removing equipment from active inventory. The Vice President, Business & Finance must approve and sign the form prior to disposing of capital assets in Colleague. The Request to Dispose of Capital Assets form will be completed by Inventory Control staff.

## **RECYCLABLES**

There are times when state equipment has value as a recyclable only. This option is only intended for situations when equipment has no useful value for its intended function and disposal by recycling is warranted. Inventory Control staff must be notified before any equipment may be recycled.

GTCC must comply with recycling guidelines outlined by the N.C. Department of Administration – State Surplus Property Agency (State Surplus Property Agency). This includes an approved list of vendors that may be used to recycle specific items. No employee is authorized to recycle any equipment without the consent of Inventory Control staff.

## **CANNIBALIZED EQUIPMENT**

Equipment may be recommended to be cannibalized if it has become obsolete or if it incurs excessive repair costs but still has serviceable component parts that can be used to repair, modify, or construct other pieces of equipment or be used for instruction. No equipment should



Request to Dispose of Capital Assets form must be initiated to remove items from the inventory. Refer to **Disposals** section for more information.

## VEHICLES

No license plates will be obtained for instructional vehicles owned by GTCC and used for demonstrational purposes only. License plates will only be obtained for vehicles that must be driven on public roads, and these vehicles will be owned, tagged, and insured by the N.C. State Board of Community Colleges (yellow and black permanent tags). These vehicles may only be driven as required for instructional purposes. Instructional vehicles are purchased with state funds and must be stored on GTCC property.

Vehicles that will be used by GTCC's fleet or other administrative areas must be purchased from county funds and titled to the Board of Trustees of Guilford Technical Community College (orange and black permanent tags). Use of fleet vehicles by GTCC employees may be requested by completing a School Dude request.

When accepting vehicles for donation, the vehicle's title must be notarized with mileage documented and damage disclosure noted. The title must have all required signatures and correct names listed, and the person donating the vehicle must be the current owner. The title must be made out to The Board of Trustees of Guilford Technical Community College. The college will not incur additional costs for incorrect titles.

All vehicles owned by GTCC, or the N.C. State Board of Community Colleges will be placed on inventory. In some situations, vehicles loaned to the college for instructional use will also be placed in inventory (at a cost of \$0). All college vehicles (owned and loaned) will be scanned by Inventory Control staff during the yearly equipment audit.

When the college determines a vehicle no longer has instructional value, Inventory Control staff must be notified so they can request approval to dispose of the vehicle from the State Surplus Property Agency.

## LAPTOP CARTS

Laptop computers that are kept in laptop carts and designated for classroom use may not be removed from the laptop carts and used for other purposes. After classroom instruction has been completed, all laptop computers must be returned to their assigned laptop carts, the instructor should account for all computers, and the cart should then be locked in a secure area. Combinations or keys for laptop cart locks should not be stored in the same secure area as the laptop cart but must also remain secured. During the annual physical inventory, equipment stewards must be able to provide Inventory Control staff with the combination or key for each laptop cart in their possession.















