

August 6, 2024

**M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer

**SUBJECT:** Disposition of Surplus Property Assets

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**Item Description**

This item requests Board approval to dispose of property assets designated as surplus.

**Overview and Background**

The College has the responsibility to record the College's property assets and conduct an annual inventory for the designated items and to periodically dispose of accumulated surplus property, assets which are obsolete and serve no useful function or their continued use is not economically feasible. These assets may include IT equipment, furniture and vehicles, but not facilities or land.

Florida Statutes (section 274.05) allows a government unit discretion to classify as surplus any of the property assets that meet the description listed above. The College has deemed the items on the following list as surplus in accordance with this statute.

Florida Statutes (section 274.06) allows property assets to be disposed of in the most efficient and cost-effective manner as determined by the government unit. The College may offer these items for sale according to the provisions of the statute, or the items may be donated or destroyed if they are without value.

**Funding/ Financial Implications**

There are no funding or financial implications.

**Past Actions by the Board**

During previous years, the Board has authorized the College to dispose of surplus property items in accordance with the procedures defined in Florida statutes.

**Recommended Action**

Authorize the College to dispose of the items designated as surplus.

### Assets for Surplus / Disposal

Asset #	Description	Date Acquired	Purchase Amount	Depreciated Value	Code
BA-000017193	TRACTOR, FORD	5/1/1986	10,707.00	0.00	3
BA-000017209	TORO TOPPDRESSER	6/1/1997	6,309.67	0.00	3
BA-000017210	1995 FORD F250 PICKUP	9/1/1998	14,064.00	0.00	3
BA-000017212	EZ-GO CART	10/1/1998	5,065.75	0.00	2
BA-000017308	JOHN DEER GATOR	12/1/2004	8,857.00	0.00	2
BA-000017390	JOHN DEER GATOR	12/1/2007	8,568.80	0.00	2
BA-000017567	JOHN DEER GATOR	3/3/2014	11,857.00	0.00	2
BA-000017573	SCAG TURF TIGER MOWER	5/2/2014	9,515.22	0.00	2
BA-000017890	MODULAR BUILDING	7/1/2005	Donation	0.00	1

**Asset Codes:**

- 1 Obsolete - To Be Disposed
- 2 Salvaged – To be Used for Parts
- 3 Surplus - To Be Sold or Donated
- 4 Trade - Asset To Be Used for Trade-In Value
- 5 Lost/Stolen (Police report filed)