

October 21, 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

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-000017430	DOWNDRAFT TABLE	11/5/2009	7,710.68	0.00	1
BA-000017431	DOWNDRAFT TABLE	11/5/2009	7,710.68	0.00	1
BA-000017449	MECHANICAL TRAINING SYSTEM	6/11/2010	54,965.00	0.00	1
BA-000017451	HYDRAULICS TRAINING SYSTEM	6/11/2010	27,889.05	0.00	1
BA-000017452	PNUEMATICS TRAINING SYSTEM	6/11/2010	6,001.00	0.00	1
BA-000017453	MEGAJET INNOVATOR MIXER	10/8/2010	10,505.00	0.00	1
BA-000017454	PUMPS TRAINING SYSTEM	10/17/2010	16,574.80	0.00	1
BA-000017615	INDUSTRIAL CONTROLS TRAINING SYSTEM	8/28/2014	14,547.00	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 d)