

Surplus Procedures

Please follow these procedures for all furniture, electronic equipment -with the exception of computers and technology, hardware and any fixed assets. For computers and technology surplus please contact the IT Help Desk at 314-539-5113 or help.stlcc.edu

Step 1: Complete the Property Disposition Form

Obtain the electronic form from your campus Receiving Department or from Accounting. Indicate the condition for all items as "Poor."

Step 2: Provide Item Details

Ensure each item has all details provided including:

- STLCC property tag numbers (white tag with barcode)
- Detailed description,
- Manufacturer name, and
- Model/serial numbers



Step 3: Submit for Approval the Completed Form

Send the completed form to all of the following individuals:

- Melinda Watson – Accounting (mwatson@stlcc.edu)
- John Duarte – Facilities (jduarte@stlcc.edu)

Step 4: Accounting Review

Items costing \$5,000 or more require Board of Trustees approval. Items under \$5,000 may be disposed of once approved by Accounting.

Step 5: Submit approved forms for pick-up

Once Accounting has approved the items for surplus, please create a ticket with Facilities attaching the approved forms. Link to Facilities ticketing system: <https://assetessentials.dudesolutions.com/stlcc>

Step 6: Disposal Process

Disposal can include proper disposal through approved, or surplus sale which is generally through GovDeals utilizing an online confidential bid process. The latter is usually reserved for most larger or specialized equipment and vehicles or when they are a larger number of items, usually sold as a set. Contact John Duarte jduarte@stlcc.edu for any questions pertaining to GovDeals sales.

- Electronics: Use STLCC-approved e-waste recycler.
- Trade-in or surplus sale: Larger/specialized equipment via GovDeals.
- Furniture: Serviceable items stored if space allows; others disposed immediately.

Step 7: Exceptions

Items funded by external contracts or grants must follow contract specifications.

Questions?

Contact Accounting Department: Melinda Watson, ext. 5253, mwatson@stlcc.edu

Property Disposal Form #

Requestor Information*Completed by the Requestor, person releasing property.*

Name:

Campus/Building/Room:

Supervisor's Approval:

Date:

Check applicable items:

- Excess Property ☐
- Trade-in ☐
- Damaged ☐
- Useful Life Expended ☐
- Known Theft ☐
- Noncapital item ☐
- Other: Specify ☐

Specify Other Reason:

Transfer Record*Completed by Maintenance Department*☐ Item Re-Purposed?

Received by:

Campus/Building/Room:

- ☐ Disposed via surplus contract
- ☐ Disposed via special sale
- ☐ Disposed via trade-in
- ☐ Disposed of no scrap value

Date Transfer Completed:

Supervisor/Manager Acknowledge

Item#	Qty	Description	STLCC Tag#	Location	Condition