

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 Facilities web page and click on link, "Surplus Property Form (PDF)."



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
- All items must be noted as "poor" if they are to be disposed of.

Step 3: Submit for Approval the Completed Form

Send the completed form to [Asset Essentials](#):

- <https://assetessentials.dudesolutions.com/stlcc/Home/Index>

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 item(s) for surplus, the work order will be assigned to facilities for removal. Some practical exceptions to this include items sold in place and those to be traded in.

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 juduarte@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.

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

