DIN: 7015-1-01  
Title of Policy: Disposal of Fixed Assets

Policy
Northwest Technical College shall sell, trade in (if item has a value) or dispose of surplus property that is no longer useful or compatible with newer technical products. State fixed assets can be given to other state offices, division, or campuses.

Purpose
To ensure proper disposal of state property.

Responsibility
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Offer property 1) to other divisions within the campus, 2) to other MnSCU institutions, 3) for sale to the general public using one of the approved methods in MnSCU procedure 7.3.13</td>
</tr>
</tbody>
</table>

Supporting References
Listed below are college document(s) that support this policy:

Compliance References:
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
MnSCU Procedure 7.3.13 Surplus personal property/building disposal