

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:

Group/Individual	Responsibility
Business Manager	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

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](#)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:36 PM
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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	