



BOARD POLICIES

DIVISION XIII. Business Services	POLICY NUMBER 13.04.00
CATEGORY 13.04.00 Sale/Disposal of College Property	DATE Adopted: 1971 Revised: 1982, 8/2009, 4/2013 Reviewed: 9/2015, 12/2015, 9/2019

13.04.00 SALE/DISPOSAL OF COLLEGE PROPERTY

Property owned or leased by the College shall be used only by College employees in the performance of assigned job duties and responsibilities. College property may not be used by employees for personal profit.

The sale or disposal of all College property deemed surplus or in any other manner not suited or needed for College purposes shall be subject to the approval of the Board of Trustees (Board).

The Board shall be provided with complete information concerning the method or methods to be used in the sale/disposal of that property.

Methods of disposal:

1. The Director of Business & Auxiliary Services will determine whether property is damaged or not working to allow for immediate disposal.
2. Staff and faculty can request items for academic use via the Joliet Junior College (JJC) Portal.
3. Property which is determined to be obsolete for College use shall be advertised for public sale.
4. Following the public sale, remaining unclaimed items will be offered to the following in the order listed:
 - a. In-district public schools,
 - b. Not-for-profit community-based organizations within the JJC district.
5. Any unclaimed items will be disposed of appropriately.