



FALL 2021 FACULTY/STAFF INSTITUTE

AUGUST 10, 2021

ZOOM

9:00 AM-3:30 PM

## **Discarding State Property**

### **1:30 – 1:55 p.m.**

#### **PURCHASING PROCESS**

New River Community and Technical College is committed to the highest standard of purchasing practices. The primary goal is to obtain goods and services of the best quality at the best price. There are specific policies and restrictions involved with the acquisition of goods and services for the College.

#### **STEPS TO PURCHASING:**

1. Purchasing need determined on behalf of New River CTC.
2. Search/research for the product that meets the need, get approximate cost (print for PRF) or obtain a quote.
3. Create PRF (Purchasing Request Form) using info from #2, upload to DocuSign for approvals.
4. Purchasing/Finance staff makes the purchase paying with a P-Card or check.
5. The originator of the request for purchase receives goods or services, forwards documentation (i.e. packing slip, delivery notice, etc.).
6. Product becomes a New River CTC fixed asset.
7. Purchases under \$4,999 - blue Asset ID tag; Purchases \$5000 and above - green Asset ID tag.

#### **PHYSICAL INVENTORY**

Once every three years a physical inventory is to be taken of all offices and departments on each campus. Detailed instructions are sent to employees involved in inventory management. The Purchasing office maintains a formal database (Red Beam Asset Tracking) of all equipment over \$5,000 or have a life expectancy of over one year.

New River Community and Technical College does not normally lend equipment to non-state/government agencies without prior approval. Prior to equipment being loaned approval must be granted by the Vice President for Finance and Administration or the President.

#### **EQUIPMENT TRANSFER**

No equipment may be moved from one room to another without processing a New River Community and Technical College Equipment Transfer Form. Transfer forms are available on the Finance department's webpage of the College's intranet site.

A properly completed transfer must include: item description, New River Community and Technical College tag number, building room number, and approval of division or department head. Maintenance is not permitted to move equipment without prior approval from the Purchasing Office.

After transfer has been approved, a copy of the transfer form will be returned to the department. A copy of the approved transfer form must be given to the maintenance staff before removal of items from a department.

## **SURPLUS PROPERTY**

All equipment disposals must be in accordance with the methods mandated by West Virginia State Code.

No equipment or supplies purchased (regardless of funding), or donated to New River Community and Technical College are to be sold, given or thrown away by any person/office. Surplus items, including, but not limited to obsolete, unusable, or un-needed items, shall be turned in to the Purchasing Office for proper disposal after approval of your department head.

If there is a need to dispose of any New River Community and College property, staff is to:

- Make a list (preferable Excel spreadsheet) of each item.
- Provide the fixed asset number indicating if it is blue or green.
- Give the estimated dollar value (if any).
- Indicate where the item is located.
- Have your immediate supervisor/dean/department head sign-off on list.
- Forward the list to the Director of Purchasing.
- The items remain the responsibility of the department and need to be stored in a secured area until arrangements can be made for the items to be picked up to be disposed of.
- The Director of Facilities, Bob Runion with the maintenance team and the Director of Purchasing worked together on the disposal of property.

New River CTC disposes of obsolete, surplus and unusable materials, supplies and equipment in one or more of the following manners:

- a) Trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Director of Purchasing;
- b) Sale to the general public by sealed bid or at public auction;
- c) Transfer to municipal, county, state and federal agencies and institutions;
- d) Donation to a verified Non-profit Organization

Disposals are tracked individually by the Fixed Asset Id Tag. In order to surplus items \$5000 or greater, a New River Community and Technical College Retirement Form must be submitted to Purchasing. The forms are available on the Finance department's webpage of the College's intranet site. The form must have the approval of the department head, Director of Purchasing and Chief Finance Officer.

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