



# VOLUNTEER STATE

COMMUNITY COLLEGE

1480 Nashville Pike  
Gallatin, TN 37066  
www.volstate.edu

## Surplus Property Transaction Form

Custodian:

Custodial Department:

Telephone/Extension:

Date:

Tag	Current Location (Campus/Building/Room)	Description (Model, Serial Number, Etc. - attach additional sheets if necessary)	Disposition (one type per sheet)
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Custodian Signature:

Date:

Department Head/Dean/VP Signature:

Date:

VP, Business and Finance Signature:

Date:

Surplus Property Admin. Signature:

Date:

Plant Operations:

Check One:

Trash/Disposal

Scrap/Recycle

Hold for Sale

Description of disposal method, scrap/recycle method or comments about the surplus assets.

Plant Operations Signature #1

Date:

Plant Operations Signature #2:

Date:

**Make a copy for your records. See Workflow on the following page.**

### Surplus Property Workflow

Step	Responsible Party	Form (Each party to retain copy of form for records)			Asset		
1	Custodian	1) Create Form 2) Label items as follows: a) Trash/Disposal b) Scrap/Recycle c) Sell/GovDeals			Remains until Surplus Property Admin arranges for pickup by Plant Ops.		
2	Dept Head/Dean/VP	1) Approved 2) Not approved, return to Custodian					
3	VP, Business & Finance	1) Approved 2) Not approved, return to Custodian					
4	Surplus Property Admin	Trash/Disposal	Scrap/Recycle	Sell/GovDeals	Custodian to provide: 1. Detailed description to include (all that apply): manufacturer, model, year of manufacture, serial number, mileage or hours, and condition (working, non-working), etc. 2. Is the item in working condition or not? 3. Does this item have any monetary value? Estimated selling price? 4. Would this item be of interest to collectors? 5. Does this item pose any environmental issues? 6. Pictures of all sides (if possible).		
		Contact Plant Ops; arrange for disposal	Contact Plant Ops; arrange for sale as scrap.	Contact Custodian and obtain asset information			
5	Plant Ops	Trash/Disposal	Scrap/Recycle	Sell/GovDeals	Trash/Disposal	Scrap/Recycle	Sell/GovDeals
		Certify Destruction signed by 2 employees	Certify Scrap or Recycle signed by 2 employees	Certify Pickup signed by 2 employees	Properly disposed	Delivered to recycler	Held in warehouse
		Return to Surplus Property Administrator					
6	Surplus Property Admin	<ul style="list-style-type: none"> <li>- If Capital Asset, to Business Office Fixed Assets Personnel</li> <li>- If SME, to responsible department or department head</li> </ul>			1. List on Gov Deals for 7 days for other state institutions to claim. 2. After 7 days, items are open for public auction. 3. If after 30 days items are not sold, instruct plant ops to trash/dispose or scrap/recycle items.		

Surplus property is personal property which has been determined obsolete, outmoded, unusable or no longer usable by the College, or property for which future needs do not justify the cost of maintenance and/or storage. Disposal of such property must be in accordance with TBR Policy No. 4:02:20:00, Disposal of Surplus Personal Property.