

SURPLUS EQUIPMENT PROCEDURE

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

Supervisors in departments which have surplus equipment and wish to put these items up for bid should complete a “Request for Surplus” form and get the appropriate dean/Vice President approval. The form should then be sent to the Procurement and Fixed Asset Officer for handling. The form is located at <http://www.cravencc.edu/about/departments/SurplusRequest.pdf>.

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