

EQUIPMENT AND PROPERTY DISPOSAL

D-650

Equipment or property owned by the Blackhawk Technical College District (District) cannot be sold, donated or disposed of without proper approval. All disposals shall be approved by the Supervising Executive. Disposal of all equipment with an original cost in excess of \$5,000 must be approved by the President/District Director.

The sale of District buildings or real estate requires the approval of the District Board and the Wisconsin Technical College System President. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District Board minutes.

The sale of District non-real estate assets with an estimated value exceeding \$25,000 requires the approval of the Wisconsin Technical College System President. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District office records.

Disposal of property obtained with state or federal funds may require reimbursement of a prorated share of the proceeds.

The Business Office relies on the user to determine whether there is any residual value to the item. If it is determined that there is no value, the Maintenance Department is directed to dispose of the item in an environmentally appropriate manner. If there is value, the Business Office will determine, with input from the user, the best venue to maximize the sale price for the item, i.e. trade-in, sale on eBay, auction sale, advertised bid, or some other method. The District is prohibited from making a donation of district property to any individual or entity, including governmental units, educational institutions, and charitable organizations.

Reference: Wisconsin Statutes 38.14 (2)
WTCS Financial Accounting Manual
[BTC Operational Administrative Regulation D-650 AR](#)

Board Policy Adopted: August 18, 1976

Revised: September 18, 1991; October 25, 2000; April 20, 2005; April 18, 2007; July 13, 2009; January 19, 2011; April 18, 2018