

**Brookdale Community College  
College Policy**

**4.2002 Disposal, Sale, or Donation of College Personal Property**

**I. Title of Policy**

4.2002 Disposal, Sale, or Donation of College Personal Property

**II. Objective of Policy**

To establish responsibilities and guidelines for the disposal, sale, or donation of Brookdale Community College (“College”) personal property.

**III. Authority**

N.J.S.A. 18A:64A-12 and 18A:64A-25.27

Bylaws 1.2050 and 1.3054

**IV. Policy Statement**

Responsibility for the disposal, sale, or donation of College personal property shall rest with the President. The Board of Trustees' approval is required when the fixed asset threshold, as defined in regulation 4.2001R Inventory Control Fixed Assets, is met or exceeded. All such disposals or sales will be conducted in strict compliance with applicable statutes, ensuring the legality and fairness of the process and also adhere to procedures established by College regulations.

- A. Disposal involves the act or process of throwing away or getting rid of something, such as the disposal of hazardous substances, waste disposal, etc.
- B. A sale of College personal property is a transaction between the College and one or more parties involving the exchange of tangible goods, services, or other assets for money.
- C. Donation involves transferring ownership of College personal property to a third party without monetary compensation, for charitable or community purposes. Donated items must be determined as surplus or unnecessary for College operations and should align with the mission and values of the College.

The Board of Trustees shall approve the conveyance of College buildings or land.

## **V. Responsibility for Implementation**

President

Approved: Board of Trustees, 10/24/1996

Approved: Board of Trustees, 02/25/2020

Approved: Board of Trustees, 1/28/2025