

COMMUNITY COLLEGE OF DENVER

Title: Disposal of Perkins Equipment

Guideline #: PERKINS – 2

Approved: March 15, 2011
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References: Management of Hourly CCD Employees Funded with Perkins (Perkins-3)
Management of Faculty or Staff Funded with Perkins Funds (Perkins-6)
Perkins Grant Application Process (Perkins-1)
Purchasing Equipment with Perkins Funds (Perkins-4)
Disposal of Perkins Equipment (Perkins-2)
Time Sheet Guidelines for Hourly Employees Funded by Perkins
Inventory of Perkins Equipment (Perkins-5)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

The purpose of these guidelines are to educate Perkins equipment recipients of the rules for disposal.

2. APPLICABILITY

These guidelines apply to all equipment purchased with Perkins funds.

3. DEFINITIONS

- a. The Carl D. Perkins Vocational and Educational Act – The Act was first authorized by the federal government in 1984 and reauthorized in 1998. Named for Carl D. Perkins, the act aims to increase the quality of technical education within the United States in order to help the economy.
- b. CTE – Career and Technical Education
- c. Disposal – under the Perkins Act, disposal is the removal of equipment purchased with Perkins Funds from CTE educational use.

4. GUIDELINES

- a. Once equipment is no longer useful for your department's Perkins needs, you must dispose of it properly under federal guidelines. Please be advised that as per Federal laws there is no **automatic** disposal timeline. Rather, the equipment is used until it is no longer operable for current industry standards. Equipment which is broken beyond repair is disposable once you have fulfilled these rules.
- b. If you believe you have equipment which meets this standard, please do the following:
 - i. First, inform the Community College of Denver (CCD) Perkins Administrator that you wish to dispose of Perkins funded equipment. Please be advised that you cannot physically move or alter any federally funded equipment until the Perkins Administrator has cleared it. No department or person can dispose of Perkins funded

equipment without approval by the CCD Perkins Administrator.

- ii. This must be a written request which states a clear rationale for why the equipment is no longer useable.
- iii. If the equipment had a Fair Market Value (FMV) under \$3,000.00 per unit at the time of sale, the CCD Perkins Administrator has the authority to authorize the disposal of that equipment either to general use or for removal. Information Technology Services (ITS) will need to tag and inventory that equipment as disposed.
- iv. If the equipment cost more than \$3,000.00 per unit at the time of purchase, a FMV must be completed to determine its current value. This must be provided, in writing, to the CCD Perkins Administrator. Please contact your CCD Perkins Administrator for assistance in creating a current FMV.
- v. If the FMV determination is that the equipment is over \$3,000.00 per unit, the Colorado Community College System (CCCS) Perkins Administrator must be contacted for disposal. In that event, please advise the CCD Perkins Administrator if you would like to retain the equipment by submitting, in writing, a proposal for its use within the (CCD) either for a different Perkins use (preferred) or for a general use.
- vi. Once the equipment is cleared for Perkins disposal, ITS will need to tag and inventory that equipment as disposed

- vii. This process may be altered at any time. Please contact the CCD Perkins Administrator for updates.

- c. If the equipment is no longer usable by your industry standards, but can be used for another CTE purpose, the equipment will be moved to the appropriate new location.

- d. If the equipment is no longer usable by any CTE program within CCD, ITS or the CCD Perkins Administrator will determine if the equipment can be used for another purpose. If so, the equipment will be moved to the appropriate new location.

- e. If the equipment is no longer usable by CCD in general, you will be given notification. If ITS must dispose of the equipment, they will inform you of that. If not, you can dispose of the equipment through department guidelines.