A. Purpose

To pick up, store and maintain all items not being used by Gaston College until sold by the state surplus property officer.

B. Responsibility

1. To store and maintain all items surplied by Gaston College.
2. To compile and submit a list of all surplused items.
3. To make sure all surplus items which have been sold have been paid for.
4. To assist buyers in arranging pick up of surplus items.

C. Policy

1. Pick up and store surplused items until ready for sale.
2. Look up numbers, compile list, and submit for approval.
3. After receiving proper documentation from the state surplus property officer, lot items together for sale.
4. After verification that surplus has been paid for, release to buyers.

D. Procedures

1. After receiving proper documentation, surplused items are picked up, stored and maintained until sold.
2. Record state numbers and serial numbers of items picked up.
3. Compile list, look up and verify numbers in inventory printout book.
4. Type master list of state numbers and serial numbers of all items picked up since last sale.
5. Turn master list in to Finance Office to be presented to the Board of Trustees for approval.
6. Hold items until sold by the state surplus property officer.
7. After receiving the “Notification of Award of Surplus Property” letter from Raleigh, and after verification that items have been paid for, release items to buyers.