



To: All SLCC Departments

From: Controller's Office

Date: February 3, 2026

Subject: Retention of Proceeds from Surplus Asset Sales

Purpose of This Memo

This memo serves to clarify Salt Lake Community College's established practice regarding the disposal of college owned assets and the handling of proceeds generated from those sales.

Surplus Disposal Procedures

In accordance with SLCC procedures, all institutional assets that are no longer needed by a department, including but not limited to computers, technology equipment, furniture, machinery, and vehicles, must be transferred to the SLCC Surplus Department (Surplus) for appropriate disposition. No departments are authorized to sell or otherwise independently dispose of college property (see [Fixed and Trackable Non-Capital Asset](#) policy).

Surplus manages all aspects of the resale, recycling, or disposal process to ensure compliance with State of Utah property rules, risk management considerations, environmental guidelines, and appropriate stewardship of public assets (see [Surplus](#) for more information).

Retention of Sales Proceeds

Surplus operates as a self-funded service center, all revenue generated from the sale of surplus assets is retained within Surplus.

Retaining these funds within Surplus allows the department to remain financially self-sustaining and continue providing college wide support without requiring education and general fund allocations.

Departmental Expectations

Departments transferring items to Surplus should not expect reimbursement or budget credit for the value of assets turned in. The college's centralized surplus model ensures proper handling, record keeping, and equitable access to surplus services across all campuses.

Should your department have questions regarding the process or wish to inquire about reutilization of internal surplus materials before they are made available for public sale, please contact Surplus directly.

Regards,

A handwritten signature in blue ink, appearing to read "Sean Clayton", with a long horizontal line extending to the right.

Sean Clayton, AVP Business Services/Controller, sean.clayton@slcc.edu

Questions

For additional guidance or clarification, please reach out to:

SLCC Surplus Department: Loren Safford, Central Receiving and Surplus Supervisor, loren.safford@slcc.edu

CONTROLLERS OFFICE | SALT LAKE COMMUNITY COLLEGE

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A large, stylized graphic at the bottom of the page, consisting of several overlapping curved lines in shades of blue, yellow, and grey, forming a circular shape.