

CCRI Surplus Property Procedures

The Community College of RI follows the State of Rhode Island regulations on the disposal of Surplus Property items. Examples include, but are not limited to; office furniture, lab equipment, computer equipment, and machinery.

If your department has unneeded property items, you are required to inform the Purchasing Office at the Knight Campus via email at rdeangelis@ccri.edu .

The following information will be needed:

- Item description (including size, color, weight)
- Item location
- Serial Number (if any)
- Model Number (if any)
- Age
- Condition (working, obsolete, junk)

The Purchasing Office will follow state guidelines on the disposal of state property and make usable items available to the following agencies in the order listed:

- College System (other CCRI departments as well as Rhode Island College and URI)
- Other State Agencies
- Rhode Island Cities and Towns
- Non-Profit Organizations

(Note: As shown on the above list, surplus items will first be offered to the college system and if there no interested parties, items will next be offered to other state agencies, etc.)

Items deemed unusable or junk, will be scrapped and disposed of properly.

If you have any questions, please call the Purchasing Office at 825-2196 or email rdeangelis@ccri.edu