

Disposal of Obsolete, Surplus Equipment or Miscellaneous Items Policy

- I. All goods, materials, supplies and equipment that are surplus items, obsolete or unusable to any County Department may be disposed of by contacting General Services.
 - A. Policy:
 1. Disposal of County owned surplus property by barter or exchange method is not permissible.
 2. Disposal of County owned surplus property by gift, destruction or discard is not authorized unless approval is given by the Board of Supervisors.
 3. Lawful disposition may be made only by sale, at the County auction, or by transfer to another County department.
 4. The Purchasing Division shall be notified of any equipment transfer between County departments.
- II. A piece of worn equipment to be replaced by a new piece of equipment of the same kind is not surplus and can be used by a County department for trade-in purposes on a purchase requisition for new equipment.
- III. A County department housing surplus items to be disposed of, should submit a memo to General Services containing the following information:
 1. Title of Department, name of person submitting memo, telephone number.
 2. State as subject of memo – Request for Disposal of Surplus items.
 3. State a complete description of each item (i.e. –manufacturer, model, size, age and any other information which might be necessary to identify the item.) Include a description of the equipment's condition and point out any known problems.
 4. Indicate the County Tag Number, if any.
 5. Give the location of the item.
 6. Give the date the item must be removed from your department.
 7. The memo must be signed by the Department Head of designee.
- IV. Upon receipt of the memo authorizing General Services to dispose of the surplus item, the item will be removed from the Department and placed in storage, if the department needs the space immediately. Otherwise, the surplus item will remain in the department, to avoid double handling, until they can be disposed of properly.
- V. Any moving costs involved in removing surplus items will be paid for by the department. If County personnel are capable of removing the surplus item, there will be no charges incurred. Should special equipment be needed, the department shall be responsible for paying the rental.
- VI. Periodically, General Services will circulate a notice to all Departments notifying them that surplus items are available for transfer to any department. You may wish to call from time to time to check and see if equipment is available for your use.
- VII. If there are no County Departments interested in the available surplus items, they will either be stored or offered for sale at the annual County auction.

Contact: General Services
515-286-3215

Adopted: 5/9/78