

Policy Summary:

At the time an item becomes surplus, a determination of value has to be made. Items with value are transferred to a designated area controlled by the Purchasing Agent and items without value are disposed. Surplus items can include furniture and fixtures, lighting fixtures, lawn mowers, pumps, typewriters, lumber, and bicycles.

I. POLICY

- A. Surplus items include, but are not limited to: furniture and fixtures, lighting fixtures, lawn mowers, pumps, typewriters, lumber, bicycles and various equipment.
- B. Surplus items are not included under Scrap Policy (GFP&P-4.)

II. PROCEDURES

- A. The City Purchasing Agent will designate and control a secure storage area to receive surplus items that have a value. A receipt will be given to the employee delivering surplus items.
- B. Surplus items will be accounted for by Purchasing Services until sold or further utilized.
- C. At the time an item becomes surplus, a determination of value has to be made. Items with value will be transferred to the Purchasing Agent and items without value will be disposed. Used items and equipment will be sold at auction if there is any value.

Example: Lighting fixtures which are to be replaced during renovation of office space. The Electrician or Facilities Maintenance personnel will determine if the old fixtures are of value or to be disposed of. If they are to be disposed of, the Scrap Policy will apply if there is metal that can be sold.

- D. Items that are disposed of will not be converted to personal use.
- E. Cardboard boxes and aluminum cans are not covered by this policy. Each department will establish rules concerning these two items as their situation for recycling dictates.

Approved: JNH:

