


Title:	Policy Number:
Surplus Property	POL 130.003
Reference(s):	Effective Date:
RCW 70.46.100	May 8, 2018
Approved By:	Revised Date:
 Adrienne, Fraley-Monillas, Chair Board of Health	April 18, 2018
	Supersedes June 15, 2012

Policy/Procedures:

When an item is determined to be unusable, then the department where the item is located shall complete an Asset Transfer/Disposal Form and forward it to the Finance Office. The Purchasing Coordinator will evaluate the item's usability and determine if the item may be of benefit to another SHD department. If the item is needed in another SHD department, then the item will be transferred to that department. If the item is currently not needed, but may be of use to SHD at a later date, then the item will be moved to a storage area and held.

If the item is determined to be unusable by any SHD department, either currently or at a future date, then the Purchasing Coordinator will recommend surplus or disposal. The Finance Manager and Administrative Services Director will review all items prior to surplus or disposal, and give final approval.

Exceptions:

Approval by the Board of Health shall be required for: 1) surplus or disposal of automobiles not fully depreciated or less than ten years old; and 2) for item acquisitions over \$10,000 when the item was purchased within the last ten years.

Items that are determined to be of no use to SHD, either currently or at a future date, but that may have some resale value, will be placed in a surplus area. The Finance Manager or Administrative Services Director will determine the means that will net the District the greatest return. When it is deemed necessary to hold a public sale of surplus items, SHD will advertise the sale information for not less than two weeks prior to the due date of bids. Award will be made to the highest bidder.

Employees and relatives of SHD employees will not be allowed to bid on surplus items.