



Buncombe County, North Carolina

Surplus Personal Property Policy

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1.0 Policy Information

Category & Subcategory:	Surplus Property	Original Effective Date:	9/11/2015	This Revision Effective:	9/11/2015
Persons Affected:	Buncombe County Departments				
Approvals:	Approved By:		Approved By:		
	Date Approved:		Date Approved:		

Revision History

Effective Date	Version	Section	Summary of Changes	Author
9/11/15				

2.0 Introduction

At certain times, county departments may choose to remove or replace various supplies or equipment. **When a County department determines that such personal property is no longer functional for governmental purposes the property will be offered to County departments or disposed of in accordance with NCGS Ch. 160A, Art. 12.**

3.0 Purpose

To establish procedures for efficient processing and disposal of surplus property.

4.0 Policy and Procedures

A Surplus Property Form should be completed and returned via email to the Finance Department for all surplus items. It can be found on the Purchasing intranet site <http://intranet.buncombecounty.org/common/purchasing/Surplus.doc>. Delivery of surplus items should be scheduled to ensure staff is available to accept the items.

Title: Surplus Personal Property Policy	Policy #: n/a	Revision #: 1
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a. Items in good to excellent condition

Surplus property considered to be in good to excellent condition will be offered to County departments. ~~Items of surplus property that are not needed by other County departments and having a value of thirty thousand dollars (\$30,000) or more will be disposed of pursuant to NCGS Chapter 160A, Article 12. Items of personal property valued at less than thirty thousand dollars (\$ 30,000) for any one item or group of items that are not needed by other County departments will be disposed of as set forth herein.~~

b. Items not in good to excellent condition and not accepted by a County department

Surplus property that is not taken by County departments ~~will first be offered to Buncombe County non-profit entities certified as 501(c) compliant at fair market value on a first come first serve basis during the ten (10) day period following the date when such property is declared surplus. Surplus property remaining after such ten (10) day period will be offered for sale via electronic public auction.~~

c. Items with no redeemable value

Items with no redeemable value will not be accepted. If a department has items with no redeemable value, complete a surplus form and forward it to the Finance Department via email. The Procurement Manager or designee must declare appropriate items as “junk property” before being disposed of by County departments.

d. Vehicle surplus

The Fleet Manager will review the maintenance and repair records of vehicles and determine whether to keep the vehicle in the fleet or to surplus the vehicle due to condition or maintenance costs. ~~Surplus vehicles may be disposed of by any method authorized by NCGS Chapter 160A, Article 12 including public auction.~~

e. Pickup and transportation of surplus items

Departments are responsible for the transport of all surplus items, delivery or pick up, including any heavy lifting or equipment needed to pick up property.

f. Purchase of surplus by employees

If County employees wish to purchase surplus property for personal use they must follow the same procedures as the general public and bid on the items. Under no circumstances shall any surplus property be sold to an employee or member of an employee’s household at a private sale. Any employee that identifies an item as surplus property or is involved in the sale shall be prohibited from participating in the purchase of that property. The winning bidder must arrange for pick-up of merchandise within 10 days of notification of bid award. Be sure to read “Terms and Conditions” before bidding on merchandise.

5.0 Recommendations

It is strongly recommended that departments keep all related surplus items together. For example: attach the hardware to the furniture, keep electrical cords/cables with the correct equipment, etc. Doing so will prevent these items from being misplaced, matched to the incorrect equipment or becoming lost and will help maximize the proceeds from the sale of the items. All furniture should be assembled and in good condition.

Surplus and Junk Property Declaration Request Form

(Rev. October 9, 2013)

All pertinent information will be typed on this form.

TO: Finance Department

FROM: _____

DEPARTMENT: _____

DATE: _____

CHECK ONE BOX:

- Surplus property should be declared "Surplus" by the Purchasing Agent for items with an estimated value of less than \$5000 and by the Board of Commissioners for items with an estimated value of \$5000 or more.
- Surplus property is in serviceable condition and can be transferred to another department or stored until needed.
- Junk property is considered to be without value. You will receive notice of disposition of junk property from the Purchasing Agent.

DESCRIPTION	SERIAL NUMBER	COUNTY TAG NUMBER	CONDITION	SELECT ONLY ONE		ESTIMATED \$ VALUE
				SURPLUS	JUNK	

All surplus property is to be sent to the Purchasing Department and signed in.

Department Head signature: _____ Date _____

Received at the Finance Department by: _____ Date _____