



# Buncombe County, North Carolina

## Surplus Personal Property Policy

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### 1.0 Policy Information

<b>Category &amp; Subcategory:</b>	Surplus Property	<b>Original Effective Date:</b>	9/11/2015	<b>This Revision Effective:</b>	[Revision Effective Date]
<b>Persons Affected:</b>	Buncombe County Departments				
<b>Approvals:</b>	Approved By:		Approved By:		
	Date Approved:		Date Approved:		

#### Revision History

Effective Date	Version	Section	Summary of Changes	Author
			Authority by County Manager or designee	Michael Frue

### 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. **Please contact Procurement for the appropriate form.** Delivery of surplus items should be scheduled to ensure staff is available to accept the items.

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- a. **Items of personal property valued at \$30,000 or more**  
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.**
- b. **Items of personal property valued at less than \$30,000**  
Surplus property considered to be in good to excellent condition will be offered to County departments. The Board of Commissioners authorizes the County Manager, or Designee, to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value, and to convey title consistent with this policy. All such items of personal property will be offered for public auction via an online auction vendor without further notice.
- 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~~ notify the Finance Department via email. The **County Manager, or Designee**, must declare appropriate items as “junk property” before being disposed of by County departments.
- d. **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.
- e. **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.
- f. **Records**  
**Any County official authorized under this policy to dispose of surplus property shall keep a record of all property sold under this policy and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.**

## 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.