



PROCUREMENT PROCEDURE

SUBJECT: Disposal of Personal Property Belonging to the City

No. P-13

Effective: June 1, 2013

Approved: Constance P. Sanchez **Date:** 6-18-2013
Constance P. Sanchez
Director of Finance

I. PURPOSE

Through this administrative procedure, the following City Manager responsibilities relating to City Policy P-13 and the Code of Ordinance Section 17-6 are delegated to the Assistant Director of Financial Services:

1. determining if personal property belonging to the city, and which is of no further use to the department to which it is charged, is of use to any other department of the city,
2. determining if personal property belonging to the city, and which is of no further use to the department to which it is charged, is of any further public use and
3. determining the value of the property for the purpose of determining whether or not such value is more or less than one thousand dollars (\$1,000).

II. PROCEDURE

By means of the electronic version of Distribution B, the Assistant Director of Financial Services or designee shall poll city departments to ascertain if any department is interested in such equipment.

This process is as follows:

1. The department to which such equipment is charged shall send written notification to the the Assistant Director of Financial Services indicating it has personal property belonging to the city which is of no further public use and of which it wishes to dispose.
2. Using the electronic version of Distribution B, the Assistant Director of Financial Services or designee shall disseminate this information to all departments instructing any interested department(s) to directly contact the department to

which such equipment is charged.

3. If the department to which such equipment is charged does not receive any interest, the department shall so notify the Assistant Director of Financial Services.
4. The Assistant Director of Financial Services shall then determine if such equipment must be publicly sold or if it may be disposed of as garbage. The Assistant Director of Financial Services shall communicate that determination to the department to which such equipment is charged.
5. If the equipment is to be sold, pictures and a general description of the item will be sent to the Assistant Director of Financial Services to be auctioned or sold as salvage.