

	ASSET DISPOSAL POLICY	Approval Date 11/01/12
	DIVISION AND POLICY NUMBER PURCHASING - 1110	Revision Date

PURPOSE:

To define the Adams County process for disposing of or transferring of excess capital assets.

POLICY:

The Adams County Board of Commissioners (BOCC) has established the Policy that whenever an item or piece of equipment is no longer needed by the original End user, the Finance Department is charged with the disposition of the asset. Any funds received from the disposition of assets are to be deposited into Adams County General Fund with the exceptions as defined below.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

DEFINITIONS:

Assets are defined as any item or piece of equipment with an original purchase price of \$5,000 or more, and a useful life of more than one year (asset status to be determined by the Finance Accounting division).

EXCEPTIONS:

1. Any funds obtained from the sale of automobiles sold at auction are to remain in the Fleet Department’s Budget Fund 6.
2. Sale of assets purchased with grant funds shall be returned to the grant budget.
3. Sale of assets purchased for the golf course shall be returned to Fund 5.

PROCEDURE:

1. When the original End user no longer needs an asset, the Elected Official or Department Director shall contact the Purchasing Manager in writing using [Appendix I](#) the Capital Asset Transfer/Disposal Form.
2. The Purchasing Manager shall use his/her best effort to find another Office or Department who could use the asset. The Office or Department receiving the asset will arrange for the asset to be transported to the department.
 - 2.1. The transfer of assets between End users within Adams County requires that the involved Departments complete and return to the Purchasing Manager the Capital

Asset Transfer Form [Appendix I](#). The Transfer Form should be signed by the responsible Elected Official or Director of each involved Department.

- 2.2. If the asset cannot be used by another Office or Department the Purchasing Manager may sell the asset to another non-profit entity or a third party provided the transaction meets the spirit and intent of [Adams County Ethics Policy](#). The Purchasing Manager may also donate the asset to another non-profit entity at the direction of the BOCC.
3. In the event that no other End user can use the asset and the asset cannot be sold the Purchasing Manager with the aid of the Elected Official or Department Director shall determine and assign an estimated salvage value to the asset.
 - 3.1. If the asset's estimated value exceeds the cost of transportation to an auction house plus the auction houses estimated commission for selling the asset, the Purchasing Manager shall arrange for the item to be transported to the auction house for public sale.
 - 3.2. If the asset's estimated value will not cover the expense of transportation and auction house fees the Purchasing Manager and the Elected Official or Department Director may dispose of the asset in accordance with all Federal, State and Local laws. Any expense for the disposal of the asset shall be borne by the End user.
- 4. Loss, Theft, or Destruction: The loss, destruction, or theft of an asset requires that:**
 - 4.1. The Purchasing Manager must be notified and the following information disclosed:
 - 4.1.1. When was the asset determined as lost, destroyed or stolen?
 - 4.1.2. Was a police report filed? If so, a copy of the report should be forwarded to the Purchasing Manager.
 - 4.1.3. To what Office or Department was the asset assigned?
 - 4.1.4. The Purchasing Manager will inform General Accounting and the Director of Finance of any loss, theft, or destruction of an asset before the asset can be removed from the Adams County capital asset system.