



POLICY DISPOSAL OF SURPLUS EQUIPMENT

PURPOSE:

To provide procedures for the disposal of surplus Township equipment. Surplus Township equipment includes: any portable, stand-alone or removable equipment, machinery, material, vehicles, or the like that has a value to another person.

PROCEDURE:

1. Equipment that becomes surplus through any of the following:
 - purchase or acquisition of replacement
 - no longer needed
 - being obsolete or no longer able to perform as required
 - removed or dismantled from a fixed or other machine or equipment
 - or otherwise deemed surplus by the department manager

may be disposed of in any one of the following methods:

- a) Transfer to another department as the first priority;
- b) Trade-in consideration if a replacement is purchased and if the trade-in amount is deemed sufficient;
- c) Offer for public sale by placing a notice on the Township's website and by advertising in the local newspapers, appropriate trade publication, and/or other public sales venue, including on-line auction and shopping websites;
- d) Offer for public sale by placing a "For Sale" sign on the equipment that is visible to the public for at least two weeks and placing a notice on the Township's website;
- e) Sale in response to a specific purchase inquiry from any person of the public;
- f) Offer for sale to Township employees, including volunteer firefighters;
- g) Donating to a local or community charitable or not-for-profit organization or agency; or

- h) Any other appropriate method; and the specific method shall be as per prior designation and approved by Council;
except that sale method e) for the disposal of surplus equipment that is estimated at less than \$1,000 in value and method f) and g) for the disposal of surplus equipment that is estimated at less than \$500 in value may be approved by the Department Manager and the Chief Administrative Officer.
- 2. All assets are to be disposed of *“as is, where is, no guarantees or warranties implied”*.
- 3. If it is determined that the surplus goods have no residual value, the Township may dispose of them in an accredited landfill site or other approved facility, as determined by the Department Head.
- 4. Proceeds generated from the disposal of surplus assets are to be applied to general revenues.
- 5. The disposed assets will need to be removed from the County’s Tangible Capital Assets Inventory. The Director of Finance will review the list of items sold on a quarterly basis. Items sold will be removed from the Asset Inventory.
- 6. An information report prepared by the Director of Finance will be provided to Council annually detailing assets disposed, methods of disposal, and proceeds generated.

*Approved by Council
September 1, 2011*