SANGAMON COUNTY SURPLUS PROPERTY DISPOSITION POLICY

This policy for disposal of County surplus property should be followed by all County departments except where adherence to the policy would violate Federal and State statutes or grant agreements.

1. Surplus Property Definition. For these purposes, "Surplus Property" means County-owned equipment of a tangible nature which is vacant, unoccupied, or unused and which has no foreseeable use by the County department which possesses it.

2. Department heads and elected officials are required to identify surplus property as soon as practical. Upon identifying property as surplus, the department head or elected official must dispose of it in one of the following ways:

    a. Surplus property may be sold or traded prior to the Sheriff's sale by the department. The sale of items valued less than $5,000 may be sold with the approval of the department's oversight committee. Sale of items valued over $5,000 must also be approved by the County Board. Proceeds from the sale should be submitted to the Auditor's Office along with the attached form. The Auditor's Office will deposit the proceeds from the sale to County General account 001.008 245.006.

    b. Surplus property may be donated to other governmental units, educational institutions, and nonprofit organizations with the approval of the County Board Chairman.

    c. Surplus property may be turned over to the Auditor's Office to be held until the Sheriff's sale. The Auditor's office has a locked storage area for surplus property in the Sheriff's garage. Department heads and elected officials are responsible for having surplus property moved to the storage area. Contact the Auditor's Office to coordinate access to this area.

    d. Surplus property may be retained and cannibalized for parts. The department head or elected official is responsible for safeguarding and disposing of property which has been cannibalized. Asset tags for such property should be marked with a "C" to indicate the item is being cannibalized.

3. Attached is a form which must be completed when surplus property is sold, traded, cannibalized, donated, transferred, or disposed of. The form should be sent to the Auditor's Office within 15 business days of the above action. The Auditor's Office uses this form to remove the property from the department's property records. The Auditor's Office will conduct inventories of each department's fixed assets. Property that is determined to be missing during such inventories will be referred to the County Board Office and Sheriff's Office for further investigation.

4. A list of surplus property available will be maintained in the Auditor's Office. Departments may acquire assets from the Surplus Property list by contacting the Auditor's Office.

5. Annually, a Sheriff's Sale will be held for the disposal of surplus property. Proceeds from the sale will be deposited to County General for use in the next fiscal year's capital expenditure appropriation.

Approved: 3-11-97
Amended: 8-12-97