

 <b>Policy</b>	<b>Policy:</b>	<b>Volume X:</b> Board of Directors
	<b>Subject:</b> Disposition of Surplus Property	
	<b>Effective Date:</b>	<b>Revision Date:</b> June 2014
	<b>Approved By:</b> Board of Directors	

## **Purpose**

Establishes policy and procedure for the disposition of surplus property and applies to all Superstition Fire & Medical District (SFMD) personnel.

## **General**

From time to time, SFMD has a need to dispose of property that is no longer needed. The Board of Directors (BOD) has the sole responsibility for determining the surplus status of property and designating the manner of disposition of surplus property. This policy is SFMD's guideline for the disposition of surplus property.

## **Policy**

It is the policy of SFMD that property which is no longer needed, not cost effective to repair, obsolete, or otherwise no longer useful to SFMD shall be itemized and presented to the BOD with a recommendation from the Fire Chief, or the Fire Chief's designee, to be declared as surplus property.

## **Types of Surplus Property**

There are three (3) types of property SFMD may declare as surplus and divest itself of:

### 1. Real Property

The BOD shall determine the manner in which surplus real property will be disposed and consider all available options, which may include listing with a local real estate agent, trade, auction, or other manner of disposition which the BOD determines would be in the best interests of SFMD.

### 2. Titled Motor Vehicles and Apparatus

As instructed by the BOD, the Fire Chief is authorized to dispose of surplus vehicles or apparatus through a public or private auction service (with an established reserve or minimum), bid process or Arizona State surplus. The Fire Chief should take into consideration the type and condition of the vehicle or apparatus, estimated monetary value and relative usefulness to another public safety or government agency in his/her recommendation to the BOD. Any other means of disposition of a vehicle or apparatus will require approval by the BOD.

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### 3. Other Inventoried Property

- a. For purposes of this policy, “Other Inventoried Property” includes personal property items which are not “capital assets” within SFMD’s inventoried property system; which means they do not have a capital asset tracking number, and are not carried on SFMD’s financial books as capital assets. This may include items such as machinery and equipment, durable goods and supplies, and other similar non-capital assets of the organization.
- b. The process will be to gather and itemize the surplus property no less than once per fiscal year. The Fire Chief, or the Fire Chief’s designee, will circulate the list internally to inquire whether or not any staff or division has a need or use for the item(s). Any items not needed within SFMD shall be proposed to the BOD for designation as Surplus Property.
- c. The BOD shall determine the manner in which surplus “Other Inventoried Property” shall be disposed and consider all available options, which may include sale to another public agency (as described in VIII below), internal auction, selling the items as scrap, Arizona State surplus or any other manner of disposition as deemed appropriate.

#### **Special Consideration to Public Safety or Governmental Agencies**

In the event a public safety or governmental agency has a need for SFMD’s surplus property, the BOD may consider the benefit to SFMD or an overall benefit to public safety for a direct sale of surplus property for a minimal value.

#### **No Representations or Warranties**

The disposition of all SFMD property will be “AS IS, WHERE IS” with no representations or warranties whatsoever.

#### **No Personal Use of SFMD Property**

No SFMD property shall be taken by any employee at any time, including any item declared as surplus, damaged, or otherwise unusable. Employees shall follow purchasing guidelines as any other purchaser of SFMD surplus property, including participating in an internal, public or private auction as deemed appropriate by the BOD.

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**Proceeds**

1. Upon disposition of property, SFMD will present a receipt and release for all items sold or otherwise distributed per this policy.
2. Real property, apparatus, and machinery and equipment valued at \$5,000 or more should have sale proceeds deposited in the Capital Projects Fund; non-capitalized equipment and machinery will be recorded in the General Fund unless otherwise directed by the BOD and in accordance with Generally Accepted Accounting Principles as applicable to SFMD.