

## **SURPLUS/OBSOLETE PROPERTY POLICY**

### **DISPOSAL PROCESS**

Surplus and Obsolete Property Per Florida Statute 274.05-the District has the discretion to classify any property as surplus that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function and is not otherwise lawfully disposed of. Qualifying property may be disposed of for value, without bids, to any governmental unit, or if the property is without commercial value, it may be donated, destroyed or abandoned per Florida Statute 274.06.

Field Services Manager must report all surplus or obsolete property, equipment, or supplies to the District Manager. The District Manager, in conjunction with the Field Services Manager, shall make the determination for method of disposal using one of the following acceptable forms of disposition:

- A. Trade in on new equipment
- B. Offer to the Harmony Community, Middle and High Schools
- C. Offer to other governmental agencies
- D. Donate to a local non-profit organization
- E. Sell to public by publicly noticed auction or sealed bid (value of \$5,000 or more)
- F. Cannibalize for parts
- G. Sell as scrap
- H. Destroy or abandon

The District Manager's approval noted above shall allow staff to dispose of property in one of the above listed methods. The District Manager shall report all dispositions to the Board at the Board meeting following the disposition. The Field Services Manager is responsible for ensuring the inspection of the item(s) to verify serviceability, condition, original item cost, and expenditure account. Once an item has been declared surplus it cannot be traded in, transferred, sold, cannibalized, or placed back into service without the approval of the District Manager and the Field Services Manager. The District Manager shall maintain current listings of all surplus property. The District Manager shall review and approve each listing prior to disposition of surplus item(s).