

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 190.1 through 190.5	Page 1 of 3
	SUPERSEDES: May 5, 2016	DATE ISSUED: October 11, 2022
SUBJECT: Surplus Property	AUTHORIZATION: Adopted by the Board of Supervisors October 11, 2022; to become effective October 11, 2022	

190.1 General Provisions

This policy establishes procedures for the disposition of property, other than real estate, which is “surplus” to the needs of the County. “Surplus” is defined for purposes of this policy to mean any tangible personal property owned by the County that is not needed at present or in the foreseeable future or that is no longer of value or use to the County. The procedures set forth in this policy are preferred over others except when special procedures are mandated by state law.

190.2 Procedure for Surplus Property

The following steps are to be taken when surplus property becomes available:

1. Fill out the Surplus Property Request form.
2. Take a picture of the item(s) to be surplus, preferably digital. If you do not have the equipment to take a digital picture, contact the Procurement Officer.
3. Submit the photo and Surplus Property Request form to the Procurement Officer.

190.3 Inclusions and Exemptions

All of the following items of tangible personal property **MUST** be disposed of in accordance with this policy:

1. Items with an original cost over \$5,000.
2. Functioning furniture and fixtures, file cabinets, chairs, tables, etc.
3. Functioning office equipment and communications equipment with an original value over \$500.

All other items of tangible personal property not on the list above may go through the surplus process if it can be of use to another County department and/or the public. Items not on the mandatory list may be disposed of at the discretion of the Department Director.

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The following items are exempted from this policy:

1. *Vehicular surplus* – to be handled by the County Garage. Contact the Fleet Manager if you have County vehicles for surplus.
2. *Confiscated and/or unclaimed items from the Police Department* – to be handled by the Prince George Police Department. Contact the Property Officer. o
3. *Technology surplus* - Data processing equipment (desktops, laptops, printers, etc.) and mobile devices (phones, tablets, etc.) will be evaluated by the IT Department for serviceability. Any items determined to be unusable may be processed for recycling, trade-in, or surplus.

190.4 Procedure for Useable Items

If surplus items, other than those exempted above, are deemed usable by the Procurement Officer, an email will go to Department Directors offering the items for County business use. If there is no interest within the county, items will be sold through a public and/or online auction.

Other localities and/or interested organizations may make a request to the Board of Supervisors to purchase or have auction items donated to them. All such requests will be at the discretion of the Board. The County may only donate or gift public property to organizations as specifically outlined in the Code of Virginia §15.2-953B. Items not disbursed to other localities and/or organizations will be sold by public and/or online auction or be sent to State surplus.

The following steps are to be taken when a donation of surplus is requested:

1. The Department Director should complete Surplus Property Request form as outlined in 190.2
2. When a Department Director receives a request to donate a surplus item, and agrees to such donation, he/she should complete the Request for Donation of Surplus Property Form. This form documents the name and contact information for the recipient organization.
3. Department Director should sign Request for Donation of Surplus Property Form and forward to County Administrator for approval.
4. The approved form is forwarded to the Procurement Officer for review.
5. Procurement Officer forwards to the Finance Director who will obtain final approval from the Board of Supervisors.

No items from County surplus are to be taken by County employees for personal use, even if it is deemed unusable. In addition, employees of the County and members of their immediate family are not eligible to bid on County surplus items at public or online auctions.

A listing of all items deemed unusable by the Procurement Officer will be forwarded to the County Administrator for approval for proper disposal.

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All surplus property and/or disposal records will be maintained in the Procurement Office.

For questions concerning surplus property, contact the Procurement Officer.

190.5 Distribution of Surplus Property Policy to County Employees; Employee Acknowledgement

A copy of the Surplus Property Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.