

PROPERTY TRANSFER AND DISPOSITION
Adopted by Board of Supervisors 03/08/2011

Departments having ownership and/or custody of tangible personal property deemed “surplus” or “obsolete and unusable” will ensure that asset records are updated and a fair transaction price is established for any item sold. Departments will also be responsible for ensuring that any equipment purchased with government or external funds are not sold or transferred without the proper authorization.

The County purchasing agent shall sell, transfer, trade or otherwise dispose of all materials, supplies, equipment or other personal property of the county which has become obsolete or unusable or designated surplus according to and consistent with this policy. For purposes of this chapter, personal property shall be deemed (i) "obsolete and unusable" when the continued use of such property by the county is no longer cost effective and (ii) “surplus” when such property is no longer of use to the county.

Pursuant to Va. Code §§15.2-951 and 15.2-1236, surplus, obsolete and unusable property is primarily disposed of by sale at public auction, including online public auctions, which is advertised in local newspapers, public flyers, posting in public facilities, direct notification of previous buyers or posting on the County website and shall be based wherever feasible on competitive bids. Specific items may be sold by sealed bidding which is advertised by the same methods as public auctions.

Property under this policy will first be offered for purchase to the County’s political subdivisions.

If the amount of the sale is estimated by the county purchasing agent to exceed \$5,000, sealed bids shall, unless the Board of Supervisors provides otherwise, be solicited by public notice published at least once in a newspaper of countywide circulation at least five calendar days before the final date of submitting bids

All funds collected from the sale of surplus assets must be deposited with the Cumberland County Treasurer. Surplus sales from federal grants which are still active should be deposited to the active grant account.

Policies and procedures pertaining to disposition of surplus property apply to all County departments. Unauthorized removal or disposal of County property, regardless of value, constitutes a serious breach of County policy. The policy requires screening of potential shared use equipment prior to the purchase of new equipment.

Procedure:

1. A department wishing to list an item as surplus can do so by submitting a “Request to List Surplus Equipment” form. This form can be accessed through the office intranet website under the Accounting / Forms and General Info section.
2. Forms requesting to have items listed will be entered once per month. At the time of data entry, a list date will be assigned to each item that will appear as a field on the Surplus Property Listing.

3. In an effort to encourage internal re-circulation of surplus property within the County agencies, for the first 5 days after the initial assigned listing date, surplus items will be available **only** for internal transfer among County departments and agencies. After the initial 5 day internal transfer period has lapsed, items will be available for sale to County political subdivisions for a 5 day period. At the conclusion of this period, the property will be available for public sale, including for bidding and purchasing by County employees.
4. Items estimated to hold a value of \$300 or less will be posted for sale with acceptance of the highest bid price received during the initial 5 days of public listing. After the initial 5 day listing has expired, the first bid price may be accepted. A minimum selling price will be set for any items with a value estimated to exceed \$300.
5. All funds collected from the sale of surplus assets must be deposited with the Cumberland Treasurer's Office. Departments and agencies providing the asset for disposition may submit a request for access to funds generated through the sale of their surplus items subject to appropriation by the Board of Supervisors.
6. When an individual item is not sold within a 90-day period, the department may dispose of it via donation, materials recycling or waste disposal. Any data storage media in the item must be overwritten or destroyed. Any item with a value exceeding \$300 that is not sold within a 90-day period will be held in surplus pending a public auction.