

WHEATLAND COUNTY

GENERAL POLICY SECTION 3.3.1	DISPOSAL OF FIXED ASSETS Page 1/1
PURPOSE	To insure proper disposition of all fixed assets and recording of transactions in the fixed asset register.
Effective Date:	Revised:

Disposals

Property shall be determined to be surplus when it becomes obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function.

Disposition of surplus property shall be approved by Council before the property is disposed of, in one of the following six ways:

- 1) Trade In/Execution of Guaranteed Buy Back Option on replacement item
- 2) Sell the item via competitive bid
- 3) Sell the item via public auction
- 4) Donation to other non-profit/government agency
- 5) On Consignment with Dealer
- 6) Discard

The CAO/designate will be responsible for determining the proper method of disposal that will assure the maximum possible recovery from such disposal, at the least possible cost.

Transfers

Transfers are defined as any movement of an asset by virtue of change in location or department.

Disposals and internal transfers of County Assets shall be reported to finance in a timely manner