



City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): Finance Department

Approved:


Michael D. Moore
Michael D. Moore (Dec 29, 2022 17:06 PST)

Department

City Manager

SUBJECT:

Disposition of Surplus or Obsolete Materials and Equipment

PURPOSE:

To provide a method for disposing of surplus or obsolete materials and equipment, including the donation of surplus or obsolete technology equipment, including but not limited to, computers, computer equipment, storage devices, cellular phones, tablets, cabling, cords, and chargers. This policy does not apply to surplus real property.

SOURCE OF AUTHORITY: Purchasing Resolution Article Twelve

POLICY:

Annually the Chief Financial Officer/Treasurer will distribute to the departments the Asset Inventory by Account Report for their determination of materials and equipment that are obsolete or surplus. Materials or equipment that are designated by the department as being surplus or obsolete will be submitted to the Purchasing Manager who is responsible for the disposition of all surplus or obsolete materials and equipment.

When a department determines during the year that they have surplus or obsolete materials and equipment which can be disposed of, the department will complete the Asset Activity Report, Form No. 1232-01R6, indicating asset number, location, and a complete description of the individual item. The Asset Disposition Record will be submitted to the Purchasing Manager through the online portal for approval.

Electronic Materials and Equipment

The Chief Innovation officer (CIO) is responsible for the physical disposition of all surplus or obsolete electronic materials and equipment for all City Departments, Boards, Commissions and any other individual or entity assigned City-owned electronic materials and equipment once approved by the Purchasing Manager. For purposes of this policy, electronic equipment shall include but not be limited to the following:

- Desktop PCs

- Laptops
- Ruggedized laptops
- Servers, storage systems, or other data center equipment
- IP data networking equipment
- Telephone system equipment
- Printers
- Monitors
- Security cameras
- Video conferencing hardware
- Smart televisions
- Departmental or enterprise applications
- Software
- Software licenses, upgrades, or maintenance/support
- Software as a Service (SaaS)
- Mobile phones
- Tablets
- Internet of Things (IoT) Devices
- Any other technology that is network or Wi-Fi capable or contains software, firmware, or a microchip

Electronic equipment deemed surplus or obsolete must be forwarded to and assessed by the Innovation and Technology (IT) Department to ensure that appropriate measures are taken to remove any and all data from electronic equipment as needed and/or to ensure preservation of data required for legal, contractual or compliance reasons.

PROCEDURE:

Responsibility	Action
All Departments	<ol style="list-style-type: none"> 1. During the year and upon receipt of the Asset Inventory by Account Report, identifies surplus or obsolete equipment. 2. Obtains authorized signature on inventory listing. 3. Returns the Asset Inventory by Account Report to Accounting.
Accounting	<ol style="list-style-type: none"> 4. Provides the Purchasing Manager with a listing of obsolete or surplus materials and equipment.
Originating Department	<ol style="list-style-type: none"> 5. Submits request through online portal to dispose, sell or donate identified surplus or obsolete equipment.
Purchasing Manager	<ol style="list-style-type: none"> 6. Determines appropriate method for disposition of surplus or obsolete items. <ol style="list-style-type: none"> a. Informs the CIO of any surplus or obsolete electronic equipment. 7. Makes determination if surplus items can be used by other City departments. 8. Arranges for sale of surplus or obsolete materials and equipment pursuant to Competitive Bids section of this manual and current Purchasing Resolution. 9. Negotiates with individual parties for the sale of items that do not receive a bid under competitive bidding.

PROCEDURE:

Responsibility	Action
	10. When sale is completed, sends a copy of bill of sale and any proceeds to Accounting.
IT Department	11. Takes appropriate steps to ensure data is removed from obsolete or surplus electronic equipment and/or ensures data is preserved for legal, contractual, or compliance reasons as needed prior to disposal or destruction of obsolete electronic equipment.
Accounting	12. Updates inventory records. 13. Deposits sales proceeds to the appropriate revenue account and fund, and provides the Purchasing Manager with receipt.

Attachments:

1. Asset Activity Report Form No. 1232-01R6

CITY OF RIVERSIDE
 ASSET ACTIVITY REPORT
 FINANCE DEPARTMENT

FIXED AND MOVABLE ASSETS

Form No. 1232-01R6

Add Change Dispose Support must be provided

SHADED AREAS ARE OPTIONAL INFORMATION

Property Tag _____ Vehicle Asset

Asset Name _____

Description _____

Class _____ Vin or Serial No. _____ Location _____

Responsible ID _____ From _____ To _____

Acquisition: PO No. _____ Acquisition Cost _____ Book Value _____

Vehicle License No. _____ Year _____ Manuf. _____

Vehicle Model _____ Motor No _____

Acquisition Code _____ Disposition Code _____ Acq/Disp. Date _____

- ACQUISITION CODES**
 AF - Asset Forfeiture
 CO - Construction Order
 DO - Donated
 P - Purchased
 TX - Department Transfer

- DISPOSITION CODES (Supporting Documentation Required)**
 DI - Destroyed Involuntarily
 DO - Donated
 DU - Duplicate (FOR FINANCE USE ONLY)
 DV - Destroyed Voluntarily
 HP - Held for Spare Parts
 LO - Lost
 RE - Returned to Vendor
 SC - Scrapped (FOR SURPLUS DEPARTMENT USE ONLY)
 SO - Sold
 ST - Stolen
 SP - Surplus
 TD - Traded
 TX - Department Transfer
 XP - Expensed (FOR FINANCE USE ONLY)

Authorized Signature

Prepared By Signature _____ Date _____ Department Approval Signature _____ Date _____

Finance Approval Signature _____ Date _____

For Transfers Only

Disposing Department _____ Date _____ Acquiring Department _____ Date _____

Distribution:

- Copy Number 1 - Fixed Assets Section, Finance
- Copy Number 2 - Transfer to Department
- Copy Number 3 - Transfer from Department