



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:

Donation of Surplus or Obsolete Technology

PURPOSE:

To provide a method for 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.

SOURCE OF AUTHORITY: Purchasing Resolution Article Twelve

POLICY:

The Purchasing Resolution authorizes the City’s Purchasing Manager to dispose of City surplus and police unclaimed property, which are not used or needed by any City Department or which have become unsuitable for City use. The Purchasing Manager may dispose of such surplus and police unclaimed property through various methods, including in accordance with State Law, the City’s Municipal Code, and the City’s Administrative Manual policies and procedures.

Technology equipment that is designated by City Departments and the Innovation and Technology Department, as being surplus or obsolete to City needs, can be donated by the City Manager or designee, in “as-is-condition” to local non-profit organizations and local public schools located in the City of Riverside. City Departments are prohibited from cannibalizing technology equipment for parts without the prior express written consent of the Chief Innovation Officer or designee.

Upon completion of the Donation Items Listing (Attachment #1) by applicable City Departments, the list will be reviewed by the Chief Innovation Officer or designee and submitted to the Purchasing Manager for approval. Each item on the listing will have an accompanying Asset Activity Report Form (Attachment #2), if applicable (e.g. items that have been capitalized by the Finance Department).

PROCEDURE:

Responsibility	Action
Originating Department	<ol style="list-style-type: none"> 1. Determines that they have surplus or obsolete technology equipment. 2. Initiates Donation Items Listing, which indicates asset description, applicable identification (e.g., MAC ID or VIN), and estimated value. Any applicable Asset Activity Report Forms are filled out and attached to Donation Item Listing. 3. For non-profits, obtains a copy of the applicable 501(c)(3) paperwork for documentation purposes. 4. Obtains the proper departmental approvals and forwards Donation Items Listing and applicable Asset Activity Report Forms to the Innovation and Technology Department.
Innovation and Technology Department	<ol style="list-style-type: none"> 5. Reviews Donation Items Listing for technology surplus items and applicable Asset Activity Report Forms for approval and arranges time to inspect surplus equipment. 6. Makes determination if any technology equipment can be used by other City Departments. If technology equipment can be used by other City Departments, recommends where items can be best used. 7. Determines estimated value and if equipment that has or will be cannibalized for parts, or is not in working condition, shall be scrapped or disposed of by the Purchasing Manager. When necessary, takes any action to “scrub” or destroy all hard drives. 8. Forwards Donation Items Listing and applicable Asset Activity Report Forms with Chief Innovation Officer approval and recommended actions to the Purchasing Manager through online portal.
Purchasing Manager	<ol style="list-style-type: none"> 9. Reviews documents and approves Donation Items Listing and applicable Asset Activity Report Forms.
Innovation and Technology Department	<ol style="list-style-type: none"> 10. Works with originating department to arrange the pick-up and delivery of equipment for non-profit or school district and sends Donation Items Listing and applicable Asset Activity Report Forms to the Finance - Accounting Division. 11. Scans and emails copies of the fully executed Donation Items Listing to the originating department.
Accounting Division	<ol style="list-style-type: none"> 12. Processes Asset Activity Report Forms as necessary (e.g., removes donated equipment from the active fixed asset inventory account, transfers asset to another department, etc.)

Attachments:

1. Donation Items Listing
2. Asset Activity Report Form No. 1232-01R6

DEPARTMENT: _____ DATE: _____

DIVISION: _____

1	EQUIPMENT DESCRIPTION:		APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>	<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:				Asset Activity Report No. 132-01R6 (Yes/No)
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:	
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>	
<i>Name of Agency/Department (If applicable):</i>			<i>Approvers Initials:</i>	<i>Estimated Value:</i>	
2	EQUIPMENT DESCRIPTION:		APPLICABLE IDENTIFICATION:		
	<i>Model</i>	<i>Make</i>	<i>MAC</i>	<i>Vin</i>	<i>Other</i>
	REASON FOR SURPLUS:				Asset Activity Report No. 132-01R6 (Yes/No)
	DEPARTMENT RECOMMENDATION:			INNOVATION AND TECHNOLOGY APPROVAL:	
	<i>Donated</i>	<i>Trans. To Diff. Dept.</i>	<i>Scrapped/Disposal</i>	<i>Concurs with Recommendation (Yes/No):</i>	
<i>Name of Agency/Department (If applicable):</i>			<i>Approvers Initials:</i>	<i>Estimated Value:</i>	

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