



**City of Riverside
Administrative Manual**

Effective Date: 07/2009
 Review Date: 07/2012
 Prepared by: City Mgr/Finance

Approved:


 _____ Department
 City Manager

SUBJECT:

Surplus or Obsolete Materials and Equipment

PURPOSE:

To provide a method for disposing of surplus or obsolete materials and equipment.

POLICY:

Annually the Finance Director 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 Services 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 Services Manager.

PROCEDURE:

Responsibility	Action
All Departments	1. 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	4. Provides the Purchasing Services Manager with a listing of obsolete or surplus materials and equipment.
Purchasing Services Manager	5. Determine appropriate method for disposition of surplus or obsolete items.
	6. Prepares memo to departments advising of surplus items that are available prior to disposal sale.
	7. Arranges for sale of surplus or obsolete materials and equipment pursuant to Competitive Bids section of this manual and current

PROCEDURE:

Responsibility	Action
Accounting	Purchasing Resolution. 8. Negotiates with individual parties for the sale of items that do not receive a bid under competitive bidding. 9. When sale is completed, sends copy of bill of sale and any proceeds to Accounting. 10. Updates inventory records. 11. Deposits sales proceeds to the appropriate revenue account and fund, and provides the Purchasing Services Manager with receipt.

Attachments:

- 1. Form No. 1232-01R6

FIXED AND MOVABLE ASSETS

Add **A** Change Dispose

SHADED AREAS ARE OPTIONAL INFORMATION

Property Tag _____ Vehicle Asset

Asset Name _____

Description _____

Class _____ Vin or Serial No. _____ Location _____

Responsible ID _____ From _____ To _____

Quantity _____ Equip. Use Rate _____ Insurance Type _____

Insurance Expiration _____ Premium _____ Equipment No. _____

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

- DI - Destroyed Involuntarily
- DO - Donated
- DU - Duplicate (FOR CM/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 CM/FINANCE USE ONLY)

Authorized Signature

 Disposing Department | Acquiring Department Date _____

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 CITY MANAGER/FINANCE USE ONLY

Source of Funds: Code _____ % _____ Code _____ % _____ Code _____ % _____ Code _____ % _____

Life Span _____ Salvage Value _____ Acq/Disp Amount _____ Check No. _____

Check Date _____ Purchase Order No. _____ Purchase Order Date _____

Vendor No. _____

Memo _____

Distribution:

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