



Policy No. : P400-24-8	Type of Policy: Finance
Policy Title: Surplus Personal Property	
Policy Description: Provides guidance on the determination and disposal of surplus personal property	
Approval Date: 12/17/2024	Last Review Date: 2024
Approval Resolution No.: 52-24	Next Review Date: 2028
Rescinded Resolution No.: 33-18	Rescinded Resolution Date: 7/17/2018

It is the policy of the Board of Directors of Dublin San Ramon Services District:

To dispose of surplus personal property in a manner that returns the value of that property to the associated rate payers in a way that is simple to administer. The disposal of surplus personal property shall be handled according to this policy.

Definitions

“Personal property” is defined as physical items (non-real estate or land) such as office equipment, furniture, and motor vehicles. Personal property may also include specialized equipment such as laboratory equipment and heavy machinery.

“Surplus personal property” refers to any personal property that no longer has a business purpose but is still usable.

Determination of Personal Property as Surplus

The General Manager, or designee, is authorized to declare personal property as surplus.

Methods of Disposition

The General Manager is responsible for the proper disposition of District surplus personal property and therefore shall establish and maintain disposal procedures. The priority for disposition shall be in the order listed below.

1. Trade In – Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property.

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2. Return to Manufacturer – Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
3. Donation – The District may donate usable items with a minimal fair market value (such as outdated computer equipment and furniture) to a charitable organization for use within the District's service area.
4. Sale – The District may offer surplus property for sale. All surplus property offered for sale shall be "as is" and "where is," with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale.

Appropriate methods of sale are as follows:

- a) Public Auction – Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
- b) Sealed Bids – Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
- c) Selling for Scrap – Surplus property may be sold as scrap if it is deemed that the value of the raw material exceeds the value of the property as a whole.
- d) Negotiated Sale – Surplus property may be sold outright if it is determined that only one known buyer is available or interested in acquiring the property.

5. Disposal – When the cost of following the above methods exceeds the estimated sale price of surplus property, the property may be recycled, destroyed or disposed of as junk. If this determination is made, the property has zero value to the organization and can be offered to employees for disposal purposes.

California Government Code Section 1090 prohibits public employees from purchasing surplus personal property from their employer.

Proceeds

Revenue from the sale or trade-in of surplus property shall be returned to the appropriate fund(s) based on the original funding source(s). All sales shall be paid to the District by certified check, money order, or in a manner agreeable to the General Manager. The General Manager is authorized to sign bills of sale and any other documents evidencing the transfer of title to such personal property by and on behalf of the District.