

Gila County Policy Disposal of Fixed Assets and Inventory	Policy Number: BOS-FIN-014	Page
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I. PURPOSE:

The purpose of the Disposal of Assets and Inventory Policy is to establish policies and procedures governing the activities for Divisions / Departments and Elected Offices in Gila County that will ensure consistent management of all capital asset and inventory items.

II POLICY:

The Board of Supervisors acts in all matters pertaining to the disposition of capital assets and surplus materials hereby offer the following definitions and authorization as follows. All disposition of assets or inventory must be processed and approved by the Procurement Group.

Excess Materials: Materials which have a remaining useful life but which are no longer required by the using department in possession of the materials.

Surplus Materials: Materials that no longer have any use to the County. This includes obsolete materials, scrap materials and nonexpendable materials that have completed their useful life cycle.

- **Transfers:** Transfer of excess or surplus materials between Gila County departments is the responsibility of the transferring department. The department transferring a capital asset to another department within the County organization shall fill out a Capital Asset Change Report Form.
- **Lost, Stolen, or Destroyed:** Lost, stolen, or destroyed assets will be investigated by the Division / Department Head, Elected Official or the Risk Manager and/or the necessary law enforcement agency.
- **Damaged or Obsolete:** Before damaged or obsolete capital assets are salvaged/disposed, a Capital Asset Change Report Form must be submitted to the Finance Department.
- **Disposition:** Disposition of capital assets will be arranged by the Finance Department in accordance with sale requirements prescribed in the Arizona Revised Statutes, or federal regulations, when applicable.

SIGNATURES:

CHAIRMAN, BOARD OF SUPERVISORS

DATE

See attached Disposal of Fixed Assets and Inventory Procedures

