



County of Peterborough

Policy Manual

Department:	<b>Finance</b>	Approved Management Team:	<b>March 27, 2000</b>
Policy #:	<b>FI-4</b>	Revised:	<b>March 8, 2010</b>
Subject:	<b>Disposal of County Assets</b>	Approved Council:	<b>March 27, 1999</b> <b>April 21, 2010</b>
Related By-Laws:	<b>None</b>	Page:	<b>1 of 2</b>

**Purpose:** To provide a uniform procedure for the disposal of assets by any County Department.

**Procedure:**

1. The Department Head will inventory any item determined to be surplus to a Department's needs, and a description of the item with its estimated current value, if appropriate, will be forwarded to the Purchasing Clerk.
2. The Purchasing Clerk will advise all Departments of surplus items so that it can be determined if the item should be transferred to another Department for its use.
3. If a Department wishes to make use of an item declared surplus by another Department, the item will be transferred to them and any charges for the purchase or transfer of the item will be determined by the Finance Department.
4. If no Department shows an interest in obtaining the surplus item, the Purchasing Clerk will notify all local municipalities to determine whether they have a use for the item.
5. If neither a Department nor a Municipality shows an interest in obtaining the surplus item, the Purchasing Clerk will notify the Finance Department, which will determine the most appropriate means of disposal of the asset. Disposal may be by any of the following means:
  - < Public auction
  - < Sale to another municipality
  - < Sale to individual staff members and members of the general public
  - < Sale to an organization
  - < Donation to an organization
  - < Trade-in



## County of Peterborough

### Policy Manual

6. If it is determined that a public auction or sale is required appropriate advertisements shall be placed in local newspapers.
7. Any proceeds from the sale or disposal of County assets will be credited to the originating Department or such other account as directed by Council.
8. This policy does not apply to the sale of real property (by-law #26-1995), or to the sale of artefacts from Lang Pioneer Village (by-law #96-01).
9. Any requests for donation of County surplus assets shall be made in writing to County Council who shall pass a resolution advising the CAO and Purchasing Clerk to donate any specific asset. The finance department shall advise the Purchasing Clerk as to the approval value for disposal of an item.