



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Disposition of County Personal Property	Approval Date 8/26/11
POLICY CUSTODIAN County Manager	Revision Date

PURPOSE: To establish criteria and procedures for the disposal of County Personal Property.

DEPARTMENT RESPONSIBLE: County Manager

DEPARTMENT(S) AFFECTED: All

Definition

Personal Property: County owned tangible personal property intended for the use of the employee or elected official to perform his/her job duties. Personal Property purchased with grant dollars shall be disposed of per the requirements of the grant.

Policy

If a department or office has Personal Property that cannot be redeployed within the County, a representative of that department or office should contact the County Manager to discuss plans to dispose of, donate or sell the Personal Property.

Redeployed Personal Property should be tracked using the *Asset Transaction Form* or the IT ticketing system.

Organizations receiving donated Personal Property or purchasing Personal Property must sign, and agree to, the terms and conditions set forth in the attached *Disposition of County-Owned Personal Property Form*.