



Administrative Policy

Title: Donation of Surplus Property					
Administered By: Administrative Services (Purchasing)					
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved	Mayor Approved
01300.004	10-05-05 (10-09-09)	01-03-17	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

This Policy had been numbered Policy 300.11. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.11
 Issued: 10-05-05
 Revised: 10-09-09



ADMINISTRATIVE POLICY

Policy: Donation of Surplus Property Approved by City Council on 07/18/2007					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.11	Prior to 10/05/2005	10/09/09 (format only)	<i>[Signature]</i>	<i>[Signature]</i>

POLICY

The City Manager and Finance Director will consider the donation of surplus materials, supplies or equipment that have no commercial value or would require an expenditure of funds for continued care, handling, maintenance or storage which would exceed the estimated value.

On a case by case basis and in order to approve the donation of materials, supplies or equipment, the City Manager and Finance Director shall make the following findings:

- That the materials, supplies or equipment are surplus to the needs of the City;
- That the materials, supplies or equipment either have no commercial value or will require an expenditure of funds for continued care, handling, maintenance or storage which exceeds the estimated value;
- The donation furthers a specific public purpose of the City; and
- Donations are made in a fair and equitable manner.

PROCEDURE

1. The Finance Department will maintain a list of types of property eligible for donation and make such list generally available to eligible organizations.
2. Written requests for specific donations must be submitted by a public or governmental agency or eligible non-profit organization. The request must explain the use that would be made of the donated goods and must explain how that use benefits the city.

3. The Finance Department will make a determination as to the availability of the requested items and advise the City Manager and Finance Director.
4. In the event that the number of agencies and organizations exceed the amount of surplus property available for donation, the City Manager may make a determination as to the method and procedures for determining fair and equitable distribution of such surplus property.
5. Upon approval of the City Manager and the Finance Director, the Finance Department will contact the non-profit organization.
6. The non-profit organization is responsible for pick up and transportation of the donated property.
7. The non-profit will be required to sign a Release of Liability prior to pick up.