

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Financial/Fiscal/Budget	<b>CODE NUMBER:</b> AC-3-24
<b>TITLE:</b> Office Equipment, Fixtures and Material that are Designated as Surplus/Salvage  <small>Note: This policy does not supersede Code AC-3-14 and is exclusive of real property</small>	<b>ADOPTED:</b> 4/22/03
	<b>AMENDED:</b>
	<b>ORIGINATING DEPARTMENT:</b> Construction & Design/Facilities Management

**PURPOSE/SCOPE:**

This Administrative Code is established for the purpose of implementing guidelines for the disposal of County owned property that have reached the end of its useful life.

**POLICY/PROCEDURE:**

When office equipment, fixtures and material have no further use in the location and department in which are currently utilized:

1. The disposing entity will advertise on the County's intranet bulletin board or other designated communication tools, and wait five business days to see if there might be a need for the material by another County Department.
2. If there is no positive response from another County Department, the material will be declared salvage.
3. At this time, the disposing Department Head or Supervisor will dispose of the material in the following order:
  - 1<sup>st</sup>. Transferring it to other local non-County government agencies;
  - 2<sup>nd</sup>. Donating the equipment/material to local Not-For-Profit charities;
  - 3<sup>rd</sup>. Contacting other Florida Counties;
  - 4<sup>th</sup>. Disposal of the items as trash in proper order depending upon the composition of the salvage material.
4. If salvage materials have a fixed asset tag number, the responsible Department needs to process a Fixed Asset Property Control Form (FFA) to remove it from the County's inventory.

**NOTE:** At no time are County employees, or their family members allowed to receive surplus/salvage material. County owned property must be disposed of in the manner described above to avoid any benefit to employees from the disposal of public property.