

### **Surplus Procedures**

The Inventory Control Accountant must be contacted to schedule an appointment to bring surplus items to the surplus warehouse area. If the item is too large for the department to transport, the Inventory Control Accountant will place a work order with Property Management and the item will be picked up directly from the department.

The Purchasing Agent will review items in surplus to determine the accumulative estimated value of like items. The value will be determined by reviewing the condition of items, age of items, history of sales of like items at previous auctions and internet research.

It will be determined if the accumulative estimated value of like items is \$1000 or less or if the value is more than \$1000. Based on the estimated value, one of the two following procedures will be followed.

#### **Surplus Personal Property Procedures for Items with Accumulative Estimated Value of \$1000 or Less**

- All sales of county owned personal property, with an accumulative estimated value of \$1000 or less, can be declared surplus by the Purchasing Agent, upon request of the County Mayor, and can be disposed of, at the Purchasing Agent's discretion, by selling on the open market, or by gift to a nonprofit or charitable organization properly incorporated under the laws of this state and in which no part of the net earnings of the organization inures or may lawfully inure to the benefit of a private shareholder or individual and it provides services benefiting the general welfare of the residents of the county.
- Transactions of the disposal of personal property with an estimated accumulative value of \$1000 or less must be kept for a minimum of 5 years. Records will include description of item(s), estimated value, method of disposal, receipt and photo of item(s). This file will be kept in the office of the Purchasing Agent.
- Capital asset items, which fall within the guidelines as provided in the Williamson County General Capital Assets Policy and Procedures, regardless of accumulative estimated value, must be declared surplus by the Williamson County Commission and sold by public auction or sealed bid.
- Items will be held in surplus for a minimum of 30 days to allow for county departments to review and determine if the item can be used in another department.
- At least once a quarter, Purchasing Agent, Inventory Control Accountant and Solid Waste Department will review surplus items to determine if there is any scrap value and if so, items will be sold at the current scrap value. Any money received will be deposited into the Sale of Recycled Materials revenue account. Other surplus items will be reviewed to determine if they can be recycled. If recycling is not an option, it will be determined how the item should be properly disposed of at the landfill. Books may be offered to nonprofits or charitable organizations properly incorporated under the State of Tennessee subject to the notice requirements required pursuant to *Tenn. Code Ann. § 5-14-108(o)(3)*. Donated items will not be delivered.
- Any work performed by the Williamson County Solid Waste Department will be billed by the per ton tipping fees.

#### **Surplus Personal Property Procedures for Items with Accumulative Estimated Value of More than \$1000 and All Items with Capital Asset Numbers**

- All sales of county owned personal property, with an accumulative estimated value of more than \$1000 or any capital asset item, must be declared surplus by the Williamson County Board of Commissioners and sold at public auction, online auction, or by sealed bid.