

Category: 400
Number: 401
Adopted: August 3, 2020

Subject: **POLICY ON THE DISPOSAL OF COUNTY-OWNED PROPERTY**

1. PURPOSE: The purpose of this policy is to:
 - 1.1 Formulate a formal written policy setting forth the circumstances under which the disposal of county-owned property may be warranted; and,
 - 1.2 Define and clarify proper procedures for disposal of county-owned property.
2. AUTHORITY: The Gratiot County Board of Commissioners
3. APPLICATION: This policy applies to all Elected Offices, Departments, and Agencies of Gratiot County, and all staff thereof.
4. RESPONSIBILITY: County Administrator
5. DEFINITION(S):
 - 5.1 “County-owned property” (hereinafter called “property”) is property owned by the County of Gratiot exclusive of land and buildings.
 - 5.2 “Disposal” shall refer to the removal of property from the Gratiot County inventory when it is no longer of use to any county department and is not reasonably predicted to be of use in the future. “Disposal” does not refer to the moving of property for storage.
6. POLICY:
 - 6.1 Property shall be processed for disposal when it no longer has use to any county department and is not anticipated to have use in the future, as determined by a Department Head or Procurement Officer.
 - 6.2 Any Department Head wishing to dispose of property shall contact the Procurement Officer to ensure that the manner of property disposal conforms to this Policy.
 - 6.3 The manner by which property shall be disposed shall be in the following order of preference:
 - 6.3.1 Convey to another County department at no cost or at reasonable market value.

6.3.2 Sell to highest bidder through a licensed public auction site or through other credible marketing resources.

6.3.3 Gift the property to a non-profit organization approved by the County Administrator.

7. Proceeds.

7.1 Proceeds from the sale of any property purchased with special funds shall be considered revenue of that special fund.

7.2 Proceeds from the sale of any property purchased with general funds shall be returned to the fund balance.

7.3 Proceeds from the sale of property that cannot be identified as having been purchased with special versus general funds shall be returned to the fund balance.

8. ADMINISTRATOR/LEGAL COUNSEL REVIEW: The Administrator has determined that this policy is submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this policy.

Approved as to Substance:

Tracey Cordes
Gratiot County Administrator

Approved for implementation on the above-listed adoption date:

George Bailey, Chair
Gratiot County Administrator