



Equipment Disposal Standard Operating Procedure

1. Determine Value
 Value can be determined by a trade-in quote from a bid document or vendor, purchase price minus depreciation, Kelly Blue Book (minus cost of needed repairs), or other method. If assistance is needed, contact Fleet Services.

2. Interdepartmental Notice
 A memo stating the intent to dispose of equipment should be sent to the Department Directors, only. The memo should include the unit(s) description and value along with guidelines for notification of desire to take ownership. If any Departments want to take ownership of the unit(s) a Fixed Asset Form should be completed and sent to the Finance Dept. (see definitions below).

Transfer
 General Fund Division ↔ General Fund Division

Sale
 General Fund Division ↔ Enterprise/Internal Service Fund Division

Equipment may only be sold or transferred from Division to Division. Employees are not eligible to purchase equipment for personal use directly from the City. Employees may purchase, for personal use, City surplus equipment being sold at public auction.

3. Identify as Surplus
 If no Departments wish to take ownership of the unit(s) then the property can be qualified as surplus and sold at auction or scrapped. Method of disposing the surplus unit(s) shall be determined based on the outcome that would be the most financially beneficial to the City. A Fixed Asset form should be completed and sent to the Finance Dept. (see definitions below).

Sale
 Sold at auction

Scrap
 Bad condition or obsolete (e.g. taken to scrap yard or landfill)

Link to [FIXED ASSET FORM](#)