

COUNTY PERSONAL PROPERTY DISPOSITION POLICY

POLICY

It is the policy of Woodbury County to dispose of County personal property when necessary by one of the following methods; auction services, donation, permanent disposal, purchase offer sale, salvage, trade-in, or transfer.

SCOPE

This policy is applicable to all departments, offices, employees, and elected officials within Woodbury County.

DEFINITIONS

Personal property includes but is not limited to; fixed assets, vehicles, portable equipment, desks, chairs, case goods, workstations, shelving, televisions, computers, I-pads, monitors, copiers, printers, faxes, electronic hardware/ software devices, cellular telephones, telephones, photo/ video equipment, security/ surveillance equipment, office, snow removal, lawn or landscape equipment, ATV, UTV, or other items.

Personal property does not include real estate or permanently attached fixtures.

AUTHORITIES

The Woodbury County Board of Supervisors shall review County Personal Property for disposition on a monthly basis. All County Personal Property Dispositions shall be approved by the Board prior to further action or administration.

DESIGNATED AGENT/ REPRESENTATIVE

A "Designated Agent" is defined as an entity of public capacity which has been authorized by the Board of Supervisors or their Representative, to administer the disposition of County personal property for a fee or percentage of sale proceeds.

A "Representative" is defined as a Woodbury County Board of Supervisors authorized department head, or Woodbury County elected official that have been authorized to administer the disposition of County Personal Property. A Representative's responsibility shall be determined by personal property type as listed 1.a thru 1.c herein.

1. County Representatives
 - a. The County Auditor shall be the Representative for the administration of County personal property identified as; vehicles with a gross weight of 1,500

replacement property bill of sales, statements, and original invoice. All items shall be administered by direction of the Board of Supervisors.

7. TRANSFER. Personal property may be transferred between County departments by the authorized administrative Representative. Personal property with an assigned asset number must receive County Auditor notification prior to transfer.

MULTIPLE FUNDING AREAS

Multiple funding areas are departments or offices that are governed and/or funded by multiple authorities, boards, commissions, or departments.

Multiple funding areas shall firstly abide by the disposition of personal property policy as governed by their most direct authorities. Should no formal disposition policy of these areas exist and whereby initial funding of fifty-percent (50%) or greater was provided by Woodbury County the Woodbury County disposition policy shall be followed. Multiple funding areas may include but are not limited to Secondary Roads, Conservation, Social Services Administration, Emergency Services, Department of Human Services, Sheriff's Office, and City Assessor.

NON-DISBURSED PERSONAL PROPERTY

Personal property identified on the monthly listing that has not received purchase offer, been auctioned, or otherwise transferred will be disbursed only by approval of the Woodbury County Board of Supervisors.

DISPOSITION REPORT

A Monthly Personal Property disbursement report will be on electronic file and available for review on the Woodbury County Web Site.

PAYMENTS

Woodbury County Disposition payments shall be made to:

Woodbury County General Fund

620 Douglas Street,

Sioux City Iowa 51101

Payments must be received within 72 (Seventy-Two) hours of purchase acceptance notification. Payment's that have not been received within 72 (Seventy-Two) hours of acceptance notification will automatically subject the item to forfeiture.

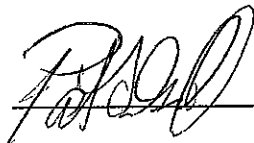
Where excluded by existing policy, multiple funding areas shall receive payments as governed by respective area.

PURCHASE CLAIMS

Personal Property sale items must be claimed and taken into possession of within 5 (Five) calendar days (expiration period) following payment. Items that have not been claimed by taking possession prior to the expiration period will be forfeited to Woodbury County.

Approved and Adopted Date


Board Chair


Attestor