

	<b>SUSTAINABLE NON-ASSET PROPERTY DISPOSAL POLICY</b>	<b>Approval Date</b> 2/14/17
	<b>DIVISION AND POLICY NUMBER</b> Purchasing – 1112	<b>Revision Date</b>

**PURPOSE:**

To define the Adams County (County) process for disposing of excess and surplus, non-asset items in a fiscally and environmentally reasonable manner. Priority shall be given first to find a dedicated reuse for the item within County Offices, and Departments, then to find a dedicated reuse for the item within approved organizations. Lastly, items not having an alternative reuse option available will be disposed of through auction or other responsible disposal mechanism (i.e. items that are recyclable are to be recycled properly). This policy supports the Sustainable Adams County 2030 Plan and provides an opportunity to further achieve the goals set forth in the Plan.

**POLICY:**

It is the policy of the Adams County Board of Commissioners (BOCC) that whenever an item or piece of equipment is no longer needed by an End User, and the item is not deemed an asset, or was at the time of purchase deemed an asset but no longer qualifies as an asset (i.e. due to depreciation, as determined by the Finance Department), the County Manager’s designee shall work with the End User to find the next best use for the non-asset item, with priority given to reuse by County Offices or Departments, followed by reuse by approved outside agencies, followed by auction, and finally proper recycling or disposal. Any funds received from the disposition of non-assets are to be deposited into Adams County General Fund or other funds as appropriate at the direction of the Budget Office.

**EXEMPTIONS:**

This policy does not apply to computers, electronics, and other items managed by the County IT Department.

**ELECTED OFFICIALS/DEPARTMENTS AFFECTED:** All

**PROCEDURE: Non-Asset Items for Reuse, Repurposing or Recycling:**

- End User verifies whether or not the item is recorded as an asset by Finance.
  - If the item is recorded as an asset but the End User and Finance determine that item is no longer an asset, the Purchasing Manager will inform General Accounting of the condition of the asset, and the asset will be removed from the Adams County capital asset system (See [Appendix I-Asset/Equipment Disposal Form](#)).
- End User contacts County Manager’s designee at [sustainability@adcogov.org](mailto:sustainability@adcogov.org) regarding appropriate placement options for the item.
  - County Manager’s designee will work with the End User to find best use for the non-asset item using the following priorities:
    - Internal reuse or repurposing by posting on myAdams (or equivalent).

- Furniture and larger equipment may first be offered to be re-sold at auction depending upon their condition. Items will be stored in the Sustainability Supply Area or other applicable area as space is available.
- Items will be posted on the 'Office Supplies' tab on myAdams.
- Offices and Departments interested in items listed on the 'Office Supplies' tab of myAdams are to contact [sustainability@adcogov.org](mailto:sustainability@adcogov.org) to request said items.
- Reuse or repurposing within the County's school districts, governmental agencies, and non-profit organizations.
  - Notice of available items will be sent to a distribution list of organizations that have indicated interest; notice will also be posted on the Adams County website.
    - A list of approved non-profit organizations can be found in Appendix M to this policy.
    - The list of approved nonprofits organizations that are eligible to receive office items and furniture no longer in use by Adams County may be amended at the discretion of the County Manager.
  - Sustainability, or designee, will complete Appendix N and obtain recipient's signature. This identifies the nature of the donation and releases Adams County from any liability or indemnification associated with the use of the donated item(s). A copy of which will be provided to the recipient.
  - At no time is the receiving organization to re-sell the item for profit.
- Recycle
- Landfill
- The County Manager's designee will host a Supply Swap event on an annual or bi-annual basis to offer an opportunity to relocate and repurpose items across the County Offices and Departments.
  - During this multi-day event, Offices and Departments will be invited to bring old office supplies and furniture to a central location, and will be allowed to shop from the surplus for items the Office or Department may require.
  - On the last day of the Supply Swap event, school districts and agencies that have been pre-approved by the BOCC to accept donations from the County will be invited to take surplus items that no longer have use to the County. These transactions will be done in accordance with the [Adams County Ethics Policy](#).
  - The remainder of the items will be properly discarded via auction, recycling or other disposal means.
- The County Manager's designee retains discretion on the best way to repurpose/reuse the item and will coordinate with the appropriate entities as required.

**Items that are deemed assets must be disposed of in accordance with [Purchasing Policy 1110 \(Asset Disposal Policy\)](#) and Property Disposal Procedure/Work Instruction.**