

FRANKFORT SQUARE PARK DISTRICT SURPLUS PROPERTY DISPOSAL POLICY

The purpose of this policy is to provide information and guidelines for the disposal of all Frankfort Square Park District surplus property. This policy provides the District and its residents with a clear understanding that the District has used the property to its best advantage and has realized the maximum amount of value possible. It is hoped that the following information will ensure that District property has provided a value beyond its worth and that its disposal will be conducted in a reasonable and efficient manner. The intent of the following is to notify and inform all departments of the appropriate methods of declaring and disposing of surplus, salvage, scrap, and worthless property.

General Guidelines:

Park District property may not be sold, traded in, salvaged, scrapped, or otherwise disposed of, unless the Executive Director has granted prior written approval. This includes all equipment or materials donated or purchased with gift, grant, and contract funds, or unrestricted general funds.

Unauthorized removal, disposal, or expropriation of any Park District owned property, regardless of estimated value, constitutes a breach of Park District policy and could be construed as misappropriation of funds. Disciplinary action will be administered as per District policy.

Departments wishing to dispose of surplus property must notify the Department Head and Executive Director by using a Surplus Request and Authorization Disposal Form. The Department Head must sign the form then forward it to the Executive Director for processing. All forms are attested by the designated Bookkeeping Staff Member.

Additional Information:

- 1) Departments are encouraged to examine equipment inventories and report all commodities that can be released without detriment to the department to the Executive Director.
- 2) It is the responsibility of the appropriate Department Head to arrange for and control the disposal of all park surplus commodities, including the disposal of all scrap or waste materials.
- 3) All equipment or items that may have the potential of being subject to hazardous materials must be reviewed and cleared by the Executive Director.
- 4) The Superintendent of IT will arrange for the cleaning of all data including software and operating systems from computer equipment before disposal.
- 5) Surplus equipment that cannot be disposed of by sale, reissue, or donation to a charitable organization will be disposed of in the most cost-effective, environmentally acceptable manner available. All disposals must comply with Park District policy and all local, county, state and federal laws and ordinances.
- 6) All commodities declared junk or worthless equipment must have the written approval of the Executive Director and Department Head before disposal.
- 7) All funds derived from the sale of each surplus item will be credited to the District Corporate Capital Improvement Fund or as otherwise agreed to by the Executive Director and Board of Commissioners. All deposits from the sale of scrap material should be credited toward the Corporate Capital Improvement Fund, with notification and approval from the Board of Commissioners.
- 8) Any funds or proceeds derived from the disposal of scrap metal, waste products or any other transaction must be made payable to the Frankfort Square Park District in check form or accompanied by a cash receipt and turned over to the District Bookkeeper for deposit within 24 hours of the disposal/transaction.
- 9) The Executive Director must make notification to the Park Board of disposal of any property with a value of more than \$1,000 by filing a report at the Board Meeting immediately following the disposal.
- 10) Any item deemed appropriate for disposal with a perceived value of \$1,000 or more, should be brought before the Board of Commissioners as surplus property.
- 11) Appropriate inventory information will be forwarded to the designated Bookkeeping Staff Members after the sale or disposal of surplus commodities to make appropriate changes to asset management.

Definitions:

Surplus is defined as equipment, supplies, materials, saleable waste and scrap. Land and buildings are not included within this definition.

a. Surplus commodities

Usable in its present condition but no longer useful to a particular department or the District.

b. Salvageable goods

Having value but requiring repairs to make usable. In reporting salvageable equipment, the disposal request should show the estimated cost of repairs required to make the asset usable, if available.

c. Scrap/waste –

Saleable for scrap/waste value only. Having no future value as a usable commodity in its present condition. This includes scrap metal, waste oil, or other recyclable materials. These items will be disposed of by the appropriate department, as directed by the Executive Director.

d. Worthless Equipment –

Broken or worn-out items having no saleable scrap value. The final determination of value will be made by the Department Head with agreement by the Executive Director.

Declaration of Surplus Equipment:

All commodities determined to be of no further use to the District or any department will be reported to the Executive Director, using a Surplus Request and Authorization Disposal Form with appropriate department authorization/signatures.

Each form should include the following information:

- a. A full description of each item including identification tag number if available. Please provide manufacturer, serial number, and model number if known, as part of the description.
- b. Location information such as building or room designation.
- c. Resale value and the names of any interested buyers should be provided if known.
- d. Authorization/signatures from the person making the request, the Department Head and the Executive Director are required.

Sale of Surplus Equipment:

The Executive Director has the authority to dispose of any park surplus equipment via whatever means it determines to be in the best interest of the Frankfort Square Park District. Acceptable means of disposal are:

(1) Redistribution within the District:

Surplus equipment may first be offered to other departments before items are offered for sale to outside purchasers. Determination of offering surplus equipment to departments will be made by the Executive Director. Requests will be filled on a first come, first serve basis.

(2) Employee sale:

Surplus commodities may be sold to District employees at fair market price. Prices will be established by the Department Head the Executive Director.

(3) Public sale:

Public sales will be hosted when the surplus inventory warrants, as determined by the Executive Director. Prices will be established by the Executive Director or designee.

(4) Public auction:

Public auctions may be hosted when the surplus inventory warrants, as determined by the Executive Director. Items will

Be sold to the highest bidder. Some items may require a minimum bid as determined by the Executive Director or designee.

(5) Sealed bid.

Some surplus commodities, especially those of high dollar value and/or specialized may be sold via sealed bid. These situations will be determined by the Executive Director with collaboration from the Department Head on the authorization form.

(6) Web site.

Designated surplus items may be offered for sale via the District web site www.fspd.org

* Any other means of disposal must be approved by the Executive Director.

Safety Coordinator

Date

Executive Director

Date

President Board of Commissioners

Date