

# Board of Directors Policy Manual

Policy Statement  
Policy No.: 8.05

APPROVAL: 10/08

## DISPOSAL OF SURPLUS EQUIPMENT

### I. PURPOSE

Define surplus equipment and prescribe methods of disposal.

### II. RESPONSIBILITY

The Division Directors are responsible for implementing this Policy.

### III. DEFINITION OF SURPLUS

An item shall be considered surplus when any one situation exists:

- A. The item has not been used for a period of one (1) year,
- B. A newer and superior item has been procured to replace the item on hand,
- C. Any Division of the Green Valley S.A.V cannot use the item.

### IV. DETERMINATION

The final decision declaring an item surplus shall be made by:

- A. The pertinent Division Director when the item has a book value less than \$1000.
- B. The Board of Directors when the item has a book value of \$1000 or more.

### V. METHOD OF DISPOSAL

- A. Method of disposal shall be one of the following:

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1. Donate the surplus item(s) to another branch of the S.A.V. within Pima County.
2. Donate the surplus item(s) to a non-profit organization.
3. If no organization, as described above, can use the surplus item(s), the item(s) shall be sold to the highest bidder after advertising in the local newspaper. Sealed bids shall be requested.

### VI. ACTION

After disposal of the item(s), they shall be removed from inventory and the book value deducted from the Corporation's assets. Any monies received shall be turned over to the Treasurer for deposit in the S.A.V. general fund.