



County of Santa Clara

Policy Name: Surplus Personal Property Disposal Policy

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Policy Type: Administrative

Category: Procurement

Policy Name: Surplus Personal Property Disposal Policy

Policy Owner: Procurement Department

Policy Purpose

The purpose of this policy is to provide County employees with the Surplus Personal Property Disposal Policy and Desk Manual.

Policy Summary

The Surplus Property Disposal Program run by the Procurement Department is responsible for the reuse/reallocation, sale, donation, or other disposition of County-owned surplus personal property ("Surplus Property"). When a County department or agency has County Surplus Property that is no longer required or part of any future plans for public use, it is their responsibility to work with Property Disposal personnel to ensure the most effective methods are used to dispose of the Surplus Property.

Surplus Personal Property Disposal Policy

The County's Surplus Personal Property Disposal Policy governs disposal of all County-owned Surplus Property, except as specifically exempted by law and/or other reasons determined by the Director of Procurement, and can be found at:

<http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/procedures/Surplus%20Personal%20Property%20Disposal%20Policy.pdf>



Surplus Personal Property Disposal – Procurement Department Desk Manual

The purpose of this Property Disposal Warehouse Desk Manual is to document the appropriate process for the transfer of Surplus Property from County Entities to the Surplus Property Disposal Facility, the redistribution of Surplus Property to County Entities from the Property Disposal Warehouse, and to record the transfers in the Warehouse's inventory management system, according to California Government Code 25504 and [County of Santa Clara Ordinance Sections A34-88, A34-89, and A34-90](#), and can be found here:

http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/procedures/Surplus%20Property%20Disposal%20Desk%20Manual%20-%20Procedures_rev.%200417.pdf

Procedures

See the Procurement Department's website regarding **County Property Disposal**, available at

<http://eportal.sccgov.org/sites/proc/propertydisposal/Pages/Property-Disposal.pdf>.

Definitions

- 1) **"Surplus Property"** means any County-owned personal property that is obsolete, outmoded, unusable or no longer needed by a County Entity, or property for which future needs do not justify the cost of maintenance and/or storage.

Frequently Asked Questions



None.

Related Policies

- Division A34, Chapter VI of the County Ordinance Code – Purchasing - https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA34GESEAG_CHVIPU
- Surplus Personal Property Disposal Policy - <http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/procedures/Surplus%20Personal%20Property%20Disposal%20Policy.pdf>
- Surplus Personal Property Disposal – Procurement Department Desk Manual - http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/procedures/Surplus%20Property%20Disposal%20Desk%20Manual%20-%20Procedures_rev.%200417.pdf
- Zero Waste Policy for County Facilities and Operations – Board Policy 8.4 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-8.4-Zero-Waste-Policy-For-County-Facilitites-and-Operations.pdf>

Related Forms and Information

- Donation Program Letter from Director of Procurement - <http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/templates/Donation%20Program%20Letter%20from%20Director%20of%20Procurement.pdf>
- Fixed Asset Retirement Form S-1 - <http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/templates/Fixed%20Asset%20Retirement%20Form%20S-1.pdf>



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- Non Fixed Assets Electronic Disposal Form -
<http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/templates/Non%20Fixed%20Assets%20Electronic%20Disposal%20Form.pdf>
- Property Disposal Service Request Form 0417 -
http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/templates/Property%20Disposal%20Service%20Request%20Form_0417.pdf
- Request to Transfer Surplus Property From Procurement Form -
<http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/templates/Request%20to%20Transfer%20Surplus%20Property%20From%20Procurement%20Form.pdf>
- Property Disposal Training Presentation October 2016 -
http://eportal.sccgov.org/sites/proc/divisions/governance/propertydisposal/trainingdocuments/Property%20Disposal%20Training%20Presentation_Oct16.pptx

History

Date	Changes Made
8/25/2017	Reference Policy Uploaded. (Kyle Larson)