

**St. Clair County Commission**  
**Policy #16 AMENDED**  
**Revised Nov. 27, 2012**

The St. Clair County Commission is hereby authorized and empowered to establish guidelines for inventory of and disposal of County assets. Compliance shall be as follows:

**INVENTORY REQUIREMENTS:**

1. Any asset/item valued at Two Hundred Fifty dollars (\$250) or more will be assigned a specific identifying inventory number and included on the County's official inventory and capital assets records. Sensitive items less than \$250 such as radios, weapons, and certain data or voice transmitting/receiving devices and other equipment may be placed on inventory at the discretion of the department head and the County Commission.
2. All qualifying assets/items are required to be added to inventory at the time of purchase or delivery receipt at which time an identifying number will be assigned to the item and a decal/label will be issued that must be affixed to the item. The decal/label must remain affixed until such time as the item is removed from inventory through proper procedures as described in this policy.
3. The asset/item identifying information including - but not limited to -Serial Number, description, physical location, etc. must be delivered to the County Commission's Designated Employee immediately upon purchase or delivery receipt. The Designated Employee is authorized and charged to maintain this inventory information.
4. Any asset/item valued at \$250 or more that is purchased out of discretionary funds, donated to a County Department, or acquired through any other legal means must be approved by the County Commission before being included on the County's inventory or insurance.

**DISPOSAL OF INVENTORIED ASSETS/ITEMS:**

5. Elected Officials or Official's Representative should present a list of all assets for which disposal is requested to the Property Manager. The Property Manager will present said list to the County Commission for approval of disposition BEFORE any items are to be sold, thrown away, taken off inventory, or transferred. Once this list is approved the asset will be removed from County inventory and will be subject to disposal terms set out below.
6. Before disposing of any county asset it will first be determined whether the asset is in working order, obsolete but functional, or broken/non-working.
  - a. Items in working order or obsolete but functional will be determined as "SURPLUS" and sold at auction (online or onsite) or public sale, with the exception of property/assets transferred to or assigned to other public entities.

- b. Items determined to be broken/non-working will be “SCRAPPED” and disposed of in the proper manner according to the type of item.
7. SURPLUS items placed for auction online will remain so for no more than two (2) weeks. If the item(s) do not sell at auction, the Property Manager is authorized to dispose of the asset as if it were SCRAPPED.
8. Technology items such as computers/hard drives, laptops and other data storage devices must first be wiped “clean” and all data removed before any type of disposal is initiated. This is very important to maintain security of information.
9. Items to be removed from inventory shall be marked with a red Inventory Status tag provided by the Property Manager. Once approved for disposal by the County Commission, inventory information should be submitted to the County Commission’s Designated Employee by the Property Manager so that the item can be properly removed from inventory.
10. County assets, such as capital lease equipment, that is subject to “trade in” must also be presented to the County Commission for approval before any action is taken regarding the asset.
11. Assets/items may also be TRANSFERRED to other County Departments and/or public entities. Transfer of assets must also be approved by the County Commission before transfer of the item occurs. A TRANSFER form should be completed by the Property Manager and submitted to the Commission’s Designated Employee immediately upon approval of TRANSFER.
12. Assets/items that may be subject to “parting out” or “cannibalizing” must also be removed from inventory by using the procedure for SCRAPPED inventory prior to being disassembled and “parted out”.
13. Any and all county property to be removed from Fixed Assets inventory for any reason must be approved first by the County Commission.

Once the County Commission approves the disposition and removal from inventory of any asset, every effort should be made to dispose of the item in the appropriate manner as described above as quickly as possible to avoid any confusion in what assets are on inventory and what items are not.

On an annual basis, the County Commission’s Designated Employee will provide a list of all inventory items for each department. It is the Elected Official/Department Head’s responsibility to insure that the annual inventory review is conducted and that accurate information is returned to the County Commission Office in a timely manner.

This policy was adopted by the County Commission to insure that accurate inventory records are maintained and all items requiring insurance are appropriately covered by the County’s insurance policy. It will amend Policy #16 and replace Policies #28 and #31.

Adopted this 27th day of November, 2012

St. Clair County Commission  
Policy #16  
Revised April 13, 2004

The St. Clair County Commission is hereby authorized and empowered to establish guidelines for disposal of county assets. Compliance shall be as follows:

- (1) All county property is to be sold at auction (on-line or on-site) or public sale, with the exception of property transferred or assigned to other public entities.
- (2) Elected Officials or Official's Representative should present a list of all items to be sold to the St. Clair County Property Manager. The Property Manager will compile a list and present to the Commission for approval before any items are sold or taken off inventory.
- (3) If the property needs to be traded-in it should be presented and approved by the County Commission first.
- (4) All county property to be taken off fixed assets inventory has to be approved by the County Commission.

Adopted this the 13<sup>th</sup> day of April 2004.