



Policy No: 8.03

Title: Sale of Used Surplus Equipment or Material

Date Revised: December 15, 2015

SUBJECT: SALE OF USED OR SURPLUS EQUIPMENT OR MATERIAL

- I. **OBJECTIVE:** To establish and assure a proper business practice for the disposal of used or surplus transportation, office or other major equipment.
- II. **POLICY:** Where practical, used or surplus material or equipment shall be disposed of by competitive bids following advertising in those cases where the items are not being traded in on new equipment.
- III. **RESPONSIBILITY:** It shall be the responsibility of the General Manager/CEO to see that this policy is implemented and followed.