



Policy Type:	Finance Policy
Policy No:	204
Title:	Sale of Used Surplus Equipment or Material
Date Reviewed:	March 24, 2020
Date Revised:	March 24, 2020

SUBJECT: SALE OF USED SURPLUS EQUIPMENT OR MATERIAL

I. OBJECTIVE: To establish and assure a proper business practice for the disposal of used or surplus construction, transportation, office or any other equipment of value.

II. POLICY: Where practical, used or surplus material or equipment shall be disposed of by competitive bids when the items are not being traded in on new equipment. These items shall be advertised internally or externally, when appropriate, through the Purchasing and Stores Supervisor.

III. RESPONSIBILITY: It shall be the responsibility of the General Manager/CEO to see that this policy is implemented and followed.