

Asset Disposal Policy

PURPOSE

Effective July 1, 2009 any departments wishing to dispose of any County property via surplus, sales, transfer, etc., must follow the procedure outlined below. This policy provides a standard procedure for the disposition of all County property. No one is permitted to donate, give away, sell, or otherwise dispose of any surplus or excess property, except by the procedure outlined in this policy.

Disposition procedures are as follows:

- Complete a Wayne County [Asset Disposal Form](#). This form can be accessed from the Finance Office's webpage under "Finance Forms" then "Purchasing Policies and Forms." [Instructions on Completing an Asset Disposal Form](#) can also be found on the same webpage.
- Contact Danielle Pope in Finance @ 919-580-4009 to receive sequence # for the form.
- The Asset Disposal Form must be signed by the Department Manager. Additionally, all IT-related assets (i.e. computer, printer, camera, etc.) must be signed by the IT Director or an IT employee appointed by the IT Director.
- Forward the completed form to Joanne Honn at Facility Services, along with a copy to Danielle Pope in Finance.
- Place a **Track-it Work Order** with Facility Services requesting removal of the item(s). Note on the work order the sequence number from the Disposal Form.
- For items to be sold on Gov Deals, please complete an Asset Disposal Form. Additionally, you will need to complete the appropriate Gov Deals forms located on the Finance Office's webpage under "Finance Forms" then "Purchasing Policies and Forms." These forms need to be sent to Noelle Woods in Purchasing.
- Facility Services will complete the "receiving information" section of the Disposal Form when the items are picked up by Facility Services.