

POLICIES AND PROCEDURES

POLICY NUMBER: **97-3**
SUBJECT: SURPLUS PROPERTY DISPOSAL POLICY
EFFECTIVE DATE: April 22, 1997
REVISION DATE: January 28, 2006
SUPERSEDES:
APPROVED BY: Board of Directors

POLICY

It is the policy of the CWEA to dispose of surplus property and equipment in a manner most advantageous to CWEA.

DEFINITIONS

Surplus property: CWEA owned equipment and materials and supplies that are no longer needed; property that has reached the end of its useful life, and whose continued use is not economical due to excessive repair/operation costs; property that has become obsolete due to changes in technology.

PROCEDURE

1. The Executive Director shall be responsible for carrying out this policy.
2. A Declaration of Surplus Property will be prepared by the Executive Director.
3. The value of the surplus property shall be determined by one or more of the following methods:
 - a. market research
 - b. salvage value at the time of purchase of new property
 - c. appraisal performed by an independent expert
4. The Operations Committee Chair shall review declarations of surplus property and the value determined, and authorize disposal. The Operations Committee Chair shall notify the Operations Committee whenever surplus property has been authorized for disposal.
5. Property that has been declared surplus, and for which disposal has been authorized shall be disposed of by the Executive Director, using one of the following means:
 - a. commercial auction house, at which CWEA employees may participate in bidding
 - b. trade-in for purchase of replacement items
 - c. donation to non-profit agency
 - d. disposal at an appropriate disposal facility
 - e. purchase by employees of computer equipment only at a price equal to the value of the surplus property determined in Section 3 of this policy.
6. Surplus property shall have any confidential, proprietary, or licensed material removed before being disposed.
7. Staff purchasing computer equipment may do so by making payments over a period, not to exceed one-year, in monthly installments, with no interest being added. Staff members participating in this plan shall sign a Letter of Agreement.

SURPLUS PROPERTY DECLARATION

Date: _____

To: Operations Committee Chair

From: Executive Director

Request Authorization to Declare the Following Property Surplus:

Justification for Declaration that Property is Surplus:

Value:

Method Used to Determine Value:

Authorized by: _____
Operations Committee Chair

date

Implemented by _____
Executive Director

date

LETTER OF AGREEMENT

I, _____, agree to pay the California Water Environment Association (CWEA) the sum of _____, for purchase of _____, which has been designated as surplus equipment by the Executive Director and Operations Committee Chair.

Payment shall be made in twelve equal monthly payments of _____, on the first day of each month, starting _____, and ending with the payment to be made on _____.

I further agree that if my employment with CWEA terminates prior to _____, I will pay the remaining balance due in full at that time.

In the event of default of this agreement, the entire sum shall become immediately due and payable.

Employee Signature

date

Executive Director Signature

date