

CHAPTER 11: DISPOSAL OF PROPERTY

Revised 4/20

11A) Disposal of Property

The Director of Purchasing is responsible for disposing of all City-owned and Police seized obsolete and surplus equipment. Any department having property, supplies, etc., excess to their needs must notify the Purchasing Department by forwarding a completed form to the Purchasing Department describing the property to be sold and showing the City equipment number if any. All disposal of property is done so under ordinance 7783 or under Texas Code of Criminal Procedure Chapters 18 & 47.

No City department can sell, trade, or otherwise dispose of any surplus or obsolete equipment except with accordance with this policy.

Approved means of property disposal are as follows:

1. Trade-in on new equipment.
2. Sell at one of the City auctions, which are coordinated by Purchasing
3. Sell by soliciting sealed bids from interested firms or individuals conducted by the Purchasing Department.
4. Sell as scrap to local scrap dealers through an approved disposal program conducted by the Purchasing Department.
5. Sell or transfer to other governmental agencies such as other cities, counties, schools, colleges, etc. For this type of sale, State law waives the requirement for advertising and competitive bidding.
6. On Items where fair market value is difficult to determine due to the unique nature of the item or items where the fair market value of an item based on previous experience is generally considered to be less than \$25.00, disposal of the item by discarding, or destruction is an acceptable solution with the approval of the Director of Purchasing.
7. Upon determination by the Director of Purchasing that the best interests of the public would be served, the Director of Purchasing or designee may transfer surplus equipment, vehicle, or supplies to another governmental unit; first responder organization; or a charitable, civic, or nonprofit organization, with the consent of the City Manager and upon terms acceptable to the City Attorney. Provided, however, where the estimated fair market value of an item to be so transferred exceeds \$50,000, then the transfer shall occur only after approval by the City Council.

8. Internet sales of city owned property may be conducted using approved auctioneering website.

11B) City Auction

The City of Amarillo periodically disposes of stolen, abandoned or confiscated property that remains unclaimed, along with capital equipment that has become surplus, obsolete or inoperative.

City departments must prepare for the disposal of property throughout the year by identifying items qualifying for auction. Send the list to the Director of Purchasing when items are ready to be disposed of. The Purchasing Department will contact the department and direct them where to deliver the items to be disposed of.

Before taking an item to auction, you must contact the Director of Purchasing for further instruction. No item will be taken to auction less than 30 days before the next auction.

11C) Firearms Disposal Policy

Firearms sales are conducted as part of the City Auctioneering Contract. By established City policy, the City shall only sell firearms to or through a currently licensed Federal Firearms Dealer.

11D) Prohibitions

An officer or employee of the City who recommends and/or authorizes the sale of materials and equipment for the employee's department or, for an officer, on behalf of the City, shall not, directly or indirectly, submit a bid for, purchase or acquire ownership of that department's property.

11E) City Logo

Before being auctioned, all vehicles and equipment must be removed of all City logos, unit numbers, decals, emergency equipment, and exempt license plates.

11F) Requesting Disposal

Form to be filled out prior to any item being requested to dispose of. Form needs to be filled out and sent to the Purchasing Department for prior approval. At the time of approval, the Purchasing Department will instruct the using department where to deliver the items for auction. Form can be found on M:\Approved Forms\Purchasing.

Disposal of Surplus Equipment

Department _____ Date _____

Description of Surplus Equipment:

Item, asset number, quantity, basic description (good, broken, etc)

Department Head Approval _____

Date _____

Director of Purchasing Approval _____

Date _____

Please send all requests for disposal to the Purchasing Department.

Once approved the Purchasing Department will contact the department and instruct them where to deliver the surplus items.

The Auction Company will not accept any item that is not approved by the Director of Purchasing or Designee.

The Purchasing Department will work with the Accounting Department to make sure all licensed vehicles, trailers, etc will have all necessary paperwork delivered to the Auction Company.

11G) Form to be filled out if Asset

If your property to be disposed of is on your departments fixed asset list, fill out the Property Disposition Report and submit a copy of the form to the Accounting and Purchasing Departments BEFORE your items go to auction. Form can be found in M:\Approved Forms\Accounting\Property Disposition Report