

**DISPOSAL OF TANGIBLE PERSONAL PROPERTY
POLICY NO. 18-01**

PURPOSE:

To ensure compliance with F.S. Chapters 274 and 125.38 with regard to the disposal of tangible personal property.

RESPONSIBILITY:

The disposal of equipment and/or supplies shall be the responsibility of the Central Purchasing Department. The authorization for disposal of surplus property shall be recorded in the minutes of the Board, as required by Chapter 274, Florida Statutes. Disposal of non-surplus property shall be by a duly adopted resolution as required by Florida Statutes, Section 125.38.

PROCEDURES:

- A. The disposal of surplus, obsolete, uneconomical or inefficient equipment and/or supplies shall be in accordance with F.S. Chapters 274 and 125.38 and shall be pursuant to Purchasing and Contracts Procedure 160 (latest revision).

- B. In accordance with Florida Statute 274.04, property may be exchanged as a trade-in when acquiring replacement property.

NOTE:

All references to the Board, departments and/or divisions shall include all divisions under the jurisdiction of the Water and Sewer District Board.

Replaces: N/A
Reference: March 26, 1991
Adopted September 18, 1991

Amended: June 23, 1998