



Disposal of Surplus & Salvage Property Equipment and Consumable Supplies

Purpose

The purpose of this policy is to establish a procedure for the disposal of surplus and salvage property.

Applicable Laws

Local Government Code Ch. 263 Subchapter D.

Definitions

Sec. 263.151. DEFINITIONS. In this subchapter:

(1) "Salvage property" means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

(2) "Surplus property" means personal property that:

- (A) is not salvage property or items routinely discarded as waste;
- (B) is not currently needed by its owner;
- (C) is not required for the owner's foreseeable needs; and
- (D) possesses some usefulness for the purpose for which it was intended.

Procedures

- A. Department head determines they have surplus or salvage property.
- B. Department head photographs said property and submits to Commissioners Court for approval to declare surplus or salvage, and to obtain approval for proper disposition.
- C. Department head disposes of property by one of the following means, in this order:
 - 1. Property is offered to other county departments for county use;
 - 2. Property is offered for sale in auction; or
 - 3. Property is offered for trade-in for new property of the same general type;
 - 4. Property may be donated to a civic or charitable organization located in the county if Commissioners' Court determines that offering the property for sale would (1) likely result in either no bids or a bid less than the county's cost to offer the items for sale, (2) the Commissioners' Court determines that the donation serves a public purpose, and (3) the organization will provide the county with adequate consideration, such as relieving the county of transportation or disposal expenses related to the property
 - 5. Property may be destroyed or disposed of as worthless only if the county offers the property for sale and no bids are placed.
- D. Department head retains documentation as to the disposition of the property.
- E. If the property is earth-moving, material-handling, road maintenance, or construction equipment, the Commissioners' Court shall follow §263.152 of the Local Government Code in determining proper disposition.

Notice

- A. The Commissioners' Court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the county.
- B. The notice must be published not more than 30 days before the date of sale, nor less than 11 days before the sale.