



Vancouver Board of Parks and Recreation

POLICIES AND PROCEDURES

SUBJECT: Disposal of Surplus Assets

CATEGORY: Corporate Services

POLICY NO.:

PURPOSE

To identify the proper procedures for disposing of assets declared as surplus.

SCOPE

All Park Board staff

DEFINITIONS

“Surplus Asset” shall apply to all Park Board assets (e.g. equipment, vehicles, office furniture, computer equipment, electronic waste, obsolete inventory), except real property and items whose disposal is regulated under legislation specific to policing (e.g. firearms, ammunition, weapons, explosives, surveillance equipment, and CBRN [chemical/biological/radioactive/nuclear] matter or equipment) that have been declared surplus by a General Manager (or designate).

“Manager of Purchasing” shall mean the Manager of Purchasing or designate.

“Electronic waste” includes computers, facsimile machines, monitors, copiers, scanners, printers, televisions, cell phones and other electronic items that have been declared “obsolete”. Many components of electronic equipment – including metals, plastic, and glass can be reused or recycled, while others may present environmental hazards if disposal is not managed correctly.

“Personal property” includes tangible moveable property such as machinery, equipment, furniture and fixtures. It does not include inventories of materials and supplies used on operations.

POLICY STATEMENTS

All surplus assets shall be disposed of by the Manager of Purchasing. The Manager of Purchasing will dispose of surplus assets in a manner that will maximize the financial return to the Board while maintaining its environmental and societal commitments.

ISSUED BY: C. Mercer	APPROVED BY: A. Ho	DATE: July 2006
ISSUED BY:	APPROVED BY:	DATE:

PROCEDURES

1. Upon determination that an asset is no longer required, the Director (or designate) of the department or service area shall notify the Manager of Purchasing in writing, by completing an Inventory Control Report (ICR) (sample attached), declaring the asset surplus to the department's needs. The declaration should include the asset tag number, description and location, etc.
2. The Manager of Purchasing has the authority to determine that surplus assets with little or no market value may be scrapped in a safe and environmentally acceptable manner subject to restrictions as outlined below.
3. If the Manager of Purchasing has deemed an asset to be a hazardous product, dangerous good or otherwise unsuitable for distribution to the public, the asset will be disposed of or destroyed in a suitable manner.
4. If the Manager of Purchasing has deemed that an asset may have possible heritage value it will be disposed of in consultation with the City Heritage Commission.
5. If the Manager of Purchasing determines that assets have no identified need or heritage value, or of nominal or no market value, the assets can be considered for donation to non-profit organizations or other public institutions, with transfer costs being recovered wherever possible, upon written approval of the General Manager or designate.
6. Park Board vehicles and large equipment, maintained by Manitoba Yard, are disposed of in accordance with City disposal procedures.
7. Surplus assets which are classified as electronic waste will be segregated for recycling or disposal in a manner which ensures toxic products are not sent to landfill. It is the responsibility of the Director and Information Technology staff to take appropriate steps to ensure the security of information is not compromised through the cleaning/destruction of stored data on any electronic devices.
8. The Manager of Purchasing will give written authorization for the work unit to arrange for transportation to the City's Central Stores. For surplus assets which the Manager of Purchasing deems as more appropriate to be sold "as is and where is", the sale will be administered from the asset's location by the Manager of Purchasing.
9. When replacement assets are being procured, trade-in of the surplus asset will be considered by the Manager of Purchasing following consultation with, and agreement from the responsible Director or designate.

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10. The Manager of Purchasing shall contact all Park Board staff, and other City departments and Boards to determine if there is a need for the surplus asset. A list of usable surplus assets will be posted on the Park Board website with details of the assets including description, features, age and condition. If no need is identified, the surplus asset shall be disposed of in accordance with this policy.

11. Surplus assets will be offered for sale publicly and sold at fair market value in a manner that maximizes revenue and minimizes expenses (i.e. City auction at Manitoba Yards). Any proceeds from the sale of surplus assets through City auction at Manitoba Yards, less a portion to cover costs of disposal not exceeding 10% of the proceeds, shall be initially credited to the responsible Department.

12. Surplus assets disposed of in any means that deviate from the above procedures require the approval of the Director of Corporate Services.

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CITY OF VANCOUVER
INVENTORY CONTROL REPORT
 (Prepare in Quadruplicate — One item per form)

Copy 1.	White — Original
Copy 2.	Pink — Duplicate
Copy 3.	Blue — Triplicate
Copy 4.	Yellow — Dept. File

PART 1. Issuing Department — Complete And Forward As Per Instructions On Reverse Side

TYPE OF TRANSACTION

(Supply Proper Account Codes and Values)

<input checked="" type="checkbox"/> (Check Only One)	Charge To: (Acct. Code)	Amount	Credit To: (Acct. Code)	Amount
<input type="checkbox"/> New Acquisition		\$ _____	N.A.	N.A.
<input type="checkbox"/> Acquisition From Surplus Stores		\$ _____	N.A.	N.A.
<input type="checkbox"/> Transfer —		\$ _____		\$ _____
<input type="checkbox"/> Surplus Disposal	N.A.	N.A.		\$ _____
<input type="checkbox"/> Delete — From Inventory	N.A.	N.A.	N.A.	N.A.

Item To Be Delivered To:			Supplier (Firm or Department):		
Receiving Dept.	Location Code Dept. Bldg. Area		Firm:	Location Code Dept. Bldg. Area	
Division			Department:	Division	

Inventory No.	Serial Registration No. (Last 12 Digits)	Shop No.	Pur. Yr.	Quant.	Total Original Cost	Approximate Present Value
Purchase Order No.	Class Code	Description				
Equipment Make & Model			Exact Location Of Item		Pick Up Date	
Reason or Authority for Transfer, Disposal, or Deletion:			For Further Information Call: Name: Telephone:		Approved — Head of Department Date	

PART II. To Be Completed Upon Receipt Of Item

A. and/or B. A. Decal Applied B. Recorded On Inventory

Department Head: _____

PART III. To Be Completed By Purchasing Division

a. ACCOUNTING CONTROL	b. DATA CONTROL	c. DISPOSAL RECORD																																														
<table> <tr> <td>Account Code</td> <td>Amount</td> </tr> <tr> <td>Debit _____ \$ _____</td> <td></td> </tr> <tr> <td>Credit _____ \$ _____</td> <td></td> </tr> <tr> <td>Transfer No. _____ Date _____</td> <td></td> </tr> <tr> <td colspan="2">Comptroller of Budgets & Research</td> </tr> </table>	Account Code	Amount	Debit _____ \$ _____		Credit _____ \$ _____		Transfer No. _____ Date _____		Comptroller of Budgets & Research		<table> <tr> <td>Inventory Transaction:</td> <td></td> </tr> <tr> <td>Acquisition <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Change/Transfer <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Delete <input type="checkbox"/></td> <td></td> </tr> <tr> <td>New Decal <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Previous No. </td> <td></td> </tr> <tr> <td>Date Posted: _____</td> <td></td> </tr> <tr> <td>Initial: _____ (Inventory Clerk)</td> <td></td> </tr> </table>	Inventory Transaction:		Acquisition <input type="checkbox"/>		Change/Transfer <input type="checkbox"/>		Delete <input type="checkbox"/>		New Decal <input type="checkbox"/>		Previous No. 		Date Posted: _____		Initial: _____ (Inventory Clerk)		<table> <tr> <td>Method of Disposal:</td> <td></td> </tr> <tr> <td>Destroyed <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Auction <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Offer <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Trade <input type="checkbox"/></td> <td></td> </tr> <tr> <td>Sold By: _____</td> <td></td> </tr> <tr> <td>Amount: \$ _____</td> <td></td> </tr> <tr> <td>Certified by Stores Supervisor:</td> <td></td> </tr> <tr> <td>_____</td> <td></td> </tr> <tr> <td>Date: _____</td> <td></td> </tr> </table>	Method of Disposal:		Destroyed <input type="checkbox"/>		Auction <input type="checkbox"/>		Offer <input type="checkbox"/>		Trade <input type="checkbox"/>		Sold By: _____		Amount: \$ _____		Certified by Stores Supervisor:		_____		Date: _____	
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DELIVERY RECORD

Firm or Department	Signatures	Date
_____	_____	_____
Register No. _____		