

THE CITY OF GRAND FORKS			
POLICY TITLE:	Asset Disposal Procedure Policy	POLICY NO:	805
EFFECTIVE DATE:	December 17, 2012	SUPERSEDES:	New
APPROVAL:	Council	PAGE:	1 of 2

1.0 Purpose of Policy

This procedure establishes guidelines for Departments to properly dispose of a Tangible Capital Asset.

2.0 Objectives

- 2.1 Department managers will determine when municipal assets eventually become obsolete or have reached the end of their useful life.
- 2.2 Department managers will dispose of these assets while achieving maximum revenue potential and minimal disposal costs.
- 2.3 Department managers will protect the City's data and client information at all times.
- 2.4 Department managers will dispose of all assets with the environment and recycling in mind.

3.0 Responsibilities

- 3.1 Department managers and supervisors will initiate the asset disposal process by completing an asset disposal request form and forwarding the form to the Chief Financial Officer.
- 3.2 The Chief Financial Officer will consider the information provided and together with the Department manager will recommend whether the asset should be traded in, sold by auction, sold by tender, offered to one of the City's reporting entities, taken to the Reuse Centre at the landfill or destroyed.
- 3.3 The asset disposal form and recommendations of the Chief Financial Officer will be forwarded to the Chief Administrative Officer for approval or other instruction.
- 3.4 The Chief Financial Officer will assist in coordination of the asset disposal by auction or tender and will direct Department managers or supervisors on other asset disposal methods.
 - i. All bids will be addressed to the Corporate Officer and will be opened precisely at the designated time on the designated day.

NO EXCEPTIONS.

- ii. Notice for items to be disposed by auction or tender must meet Community Charter s. 94 Requirements for public notice.
- 3.5 The Department Manager responsible will destroy obsolete computer hard drives (understanding and agreeing that any computers, software, data and storage media may contain proprietary and confidential information about the City and its customers or its vendors, and that it is the property of the City at all times) and coordinate with the Chief Financial Officer to send the remainder of obsolete computers for e-waste recovery at the nearest recovery centre.
- 3.6 The Department Manager responsible for disposal will ensure that all City of Grand Forks identification marks are removed prior to disposal.
- 3.7 Persons responsible for supervising the disposal of the asset will record the date and certify the disposal on the asset disposal request form.
- 3.8 The completed asset disposal form will be forwarded to the Chief Financial Officer to update financial and asset records.