

**SECTION 4:**  
**Administrative**  
**Policies**  
**and Procedures**

# Policy for Disposal of Surplus Property

## I. PURPOSE

To establish guidelines for disposal of surplus OC LAFCO property. Surplus property is tangible property that is no longer of use to OC LAFCO because it is obsolete, uneconomical to repair, or valued only for its base contents. Surplus property may include, but is not limited to, furniture, computers, other office equipment and office supplies.

## II. POLICY

It is the policy of OC LAFCO to dispose of surplus property through: (1) donation to a non-profit organization, or (2) disposal of surplus property through a negotiated contract with an auction company. This equipment will be disposed of without any support or warranty and will not have any software installed. The purchase and installation of software and any type of support is the responsibility of the receiving institution.

The non-profit organization receiving surplus property shall sign a release (Exhibit A) when receiving the equipment, which stipulates that the receiving agency:

- A. Frees OC LAFCO of any guarantees and liability.
- B. Stipulates that the equipment is for the non-profit organization's use and will not be sold for one (1) year from the date of receipt.
- C. Commits to disposing of the equipment in a manner compliant with Environmental Protection Agency standards.

## III. AGENCY ELIGIBILITY

Eligibility to receive donation of used equipment requires that the receiving agency be a non-profit institution. Proof of this status is required prior to receiving donation.

## IV. DONATION INVENTORY

An inventory log of donations will be kept on file. In addition to listing the organization receiving the equipment, the inventory log shall include the donated equipment's manufacturer, model number, and identification or serial number.

**Originally Adopted: 2/9/2005**

**Last Reviewed: 3/8/2023**

**Last Revised: 4/9/2014**

**EXHIBIT A**

**ORANGE COUNTY LAFCO  
Used Equipment Donation Agreement**

Each computer donated will include an appropriate operating system. No application software is included or available. No manuals or instructions are included for the computer or for the operating system. No guarantee of computer compatibility will be provided. No data recovery from hard disk failures will be provided. No data transfers will be provided.

Computers and other donated equipment are provided to the receiving organization in "as is" condition. OC LAFCO makes no claims as to the computer or equipment's condition and cannot be held liable for malfunction. No support or training is provided.

The donated computer and/or equipment will be used to benefit the non-profit organization receiving the donation and will not be resold for a period of one (1) year from the date below. The disposal of this computer and/or equipment will be in a manner compliant with the Environmental Protection Agency and the State of California.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency