

## 2. Surplus Property

<b>Purpose/ Background:</b>	<p>The Board of Supervisors authorized policies and procedures for First 5 Butte County Children and Families Commission pursuant to Section 130151 of the California Health and Safety Code. The purpose of this policy is to provide guidance on the disposition of property owned by the Commission.</p> <p>Periodically, equipment purchased by the Commission is deemed to be no longer needed by the office or program which originally purchased it. In such cases, the equipment is declared as surplus.</p>
<b>Policy:</b>	<p>The Commission shall dispose of surplus property in an economic, efficient and responsible manner as outlined in the procedures below.</p>
<b>Procedure:</b>	<p>Commission staff shall notify all funded partners/grantees of the availability of any furniture or equipment that could be repurposed to support their mission. Grantees will be given the opportunity to claim the furniture/equipment on a first-come first-served bases. Commission staff shall inspect all equipment including computers, file cabinets, safes and desks prior to disposal to ensure all sensitive information has been removed. All computers and electronics shall be wiped of all data and programs and returned to their factory setting prior to distribution to grantees.</p> <p>If there is additional surplus property that was not claimed by grantees, Commission staff shall notify Butte County General Services when surplus property is available so another department has the opportunity use it. Purchasing Services may sell, lease, transfer, dispose of or exchange surplus property as provided by the Butte County Code, Government Code and Board direction.</p>
<b>Effective Date:</b>	February 25, 2022