



TOWN POLICY

POLICY NUMBER: 1804-01

REFERENCE:
Council

ADOPTED BY:
Town Council
19 February 1997

PREPARED BY: Administration

DATE: 19 February 1997

TITLE: Surplus Declaration Originator & Procedure

Page 1 of 4

1. The Surplus Declaration Form (Sample Attached) and Identification Tags must be obtained from the **Town Manager or his designate.** ~~Director of Administrative Services.~~
2. A Surplus Declaration form shall be prepared for all surplus items, except that a replacement value need not be submitted where surplus items were not previously owned by the Town.
3. All Town identification must be removed, if possible, from units before sale to the public;
 - a) Town insignia or identification;
 - b) Fleet numbers;
 - c) License plates.
- ~~5.3 Should a claim on lost items be made as per Section 3.5 of this Policy, a storage fee of \$5.00 per month, or portion thereof, will be charged against the item before release of any funds.~~
4. Lost items may be claimed prior to viewing, by an individual with positive identification.
5. No item can be claimed after it has been viewed unless sufficient documentation is provided (i.e. bill of sale, invoice, insurance documents, photographs, etc.).

6. All net revenues for Common Services Equipment will be placed in Common Services Equipment Reserve.
7. Except as provided in Section 5.6 net revenues of less than \$200.00 will be credited to the Operating Contingency Reserve. Net revenues in excess of \$200.00 will be credited to the reserve identified and approved on the Surplus Declaration form.
8. Normal rules of Public Tendering/**sale** will apply:
 - a) Sales are “as is, where is”;
 - b) No implied warranties;
 - c) Accessories, etc., must be removed before public viewing;
 - ~~d) Deposit of 10% is required on public sales through the tender process.~~
9. Old license plates, vehicle registration and bills of sale must be turned over to the Director of Finance: **Corporate Services.**
10. All items to be removed from Town property within the time stated on the bill of sale or moneys paid will be forfeited.
11. Items approved for sale/disposal at the Town Surplus site at the Recycling Yard shall be displayed for 30 days and then destroyed or disposed of in another manner as approved by the Town Manager.

**TOWN OF STRATHMORE
SURPLUS DECLARATION ORIGINATOR**

DEPARTMENT:	DATE:
-------------	-------

DESCRIPTION: YEAR-MODEL-SERIAL NUMBER-OTHER DETAILS (INCLUDING CONDITION)
LOCATION OF ITEM:

REASON DECLARED SURPLUS:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; border-bottom: 1px solid black; margin-bottom: 5px;"> <p style="margin: 0;">Signature of Director</p> </div> <div style="width: 45%; border-top: 1px solid black; border-bottom: 1px solid black; margin-bottom: 5px;"> <p style="margin: 0;">Signature of Town Manager</p> </div> </div>

COMPLETE AFTER SALE:

Council Motion # _____	Total Received: _____
Method of Sale: _____	Less: _____
Purchaser: Name - _____	Cost of Sale: _____
Address: _____	Net Revenue: _____
Postal Code: _____	Name of Reserve: _____
Telephone: _____	Code: _____

	Director of Corporate Services

