

## **WAREHOUSE AND SURPLUS PROPERTY**

**3.2.1**

### **A. TRANSFER OF SURPLUS PROPERTY**

#### **PURPOSE**

The purpose of this policy is to document the appropriate process for the transfer of surplus City property from City departments to Purchasing Division and the redistribution of surplus items to City departments from Purchasing Division. For the purpose of this policy, “surplus equipment/property” is defined as any City-owned property that is unused, scarp, unwanted or no longer needed by a department, but does not include real estate. City-owned pieces of equipment that may be redistributed include, but are not limited to: file cabinets, tables, chairs, desks, bookcases, credenzas, partitions, other furniture, desktop organizers, binders, and other office equipment/supplies.

#### **AUTHORITY**

City Municipal Code 2.16.290 thru 2.16.360

#### **POLICY**

Pursuant to the City of Redlands Municipal Code (2.16.290 thru 2.16.360), the Department Director, City Manager or City Council may make the determination that any property of the City, under the jurisdiction or control of the department or office, is not needed or suitable for public use. That Department Director, City Manager or City Council may then transfer such property to the Purchasing Division as “surplus property” by completing the “surplus Form” and arranging transportation of such property to the City’s warehouse. The use of City surplus property for personal use or gain and/or the removal of surplus property for the purpose of taking personal possession or ownership is strictly prohibited!

#### **PROCEDURE**

##### PROCEDURES TO TRANSFER UNUSED/UNWANTED CITY PROPERTY

1. If transportation is needed, submit a “Building Maintenance” request for pickup of unused/unwanted items and transport to the City’s warehouse.
2. Attaches form titled “Sale/Disposal of City’s Surplus Personal Property” detailing the items for surplus, surplus method and appropriate signatures and notify and coordinate drop-off with the Purchasing Division via email.

**WAREHOUSE AND SURPLUS PROPERTY****3.2.1****PROCEDURES TO OBTAIN CITY SURPLUS PROPERTY FROM PURCHASING DIVISION**

1. Submit form titled "Sale/Disposal of City's Surplus Personal Property" detailing the requested items, checkmark and fill surplus method 2.16.290 section in the form, obtain appropriate signatures and notify and coordinate pick-up with the Purchasing Division via email.
2. If transportation is needed, submit a "Building Maintenance" request for pickup of items and transport to the required location.

**INSTRUCTION FOR CITY EMPLOYEES:**

For complete purchasing guidelines, procedures and forms, please refer to the internal "Purchasing Guidelines" folder on [J:\Purchasing Guidelines](#).