



ADMINISTRATIVE POLICIES

SECTION:	Property Management		POLICY:	805
TITLE:	Donation of Personal Property		PROCEDURE:	
			ORDER:	
DEPT:	Finance		DIVISION:	
ADOPTED:	4/93	REVIEWED:		REVISIED: 11/95

1.0 Purpose

To establish policies and procedures to donate personal property to other government agencies and non profit organizations.

2.0 General Policy

General Services Department may donate personal property to other government agencies and non profit organizations based upon surplus property being available.

3.0 Policy Guideline/Procedures

- a. Personal property may be donated to other government agencies and non profit organization when surplus property is available and in such a manner as determined by General Services. Compensation may or may not be required dependent upon the value of the property as determined by General Services.
- b. County vehicles will not be donated with the exception of exchanges for goods or services by the Sheriff Department with other law enforcement agencies.

Adopted: 4/93
 Reviewed: 11/95