



Granville County NOTICE OF SURPLUS PROPERTY FORM

Complete this form in its entirety and submit to the county manager with a copy also to the Internal Auditor and Finance Officer.

Group like property together on one form (ex, furniture, etc.). Use separate forms for dissimilar property.

Department _____ **Date** _____

Quantity	Property Description (For vehicles, include model year)	Physical Location	Asset Tag #, Serial #, Vin # (as applicable)	Estimated Value	Condition

Reason for Disposition (Select One):

- | | |
|--|---|
| <input type="checkbox"/> Inoperable/ Unrepairable | <input type="checkbox"/> Damaged |
| <input type="checkbox"/> Limited/de minimis value | <input type="checkbox"/> No Longer Needed |
| <input type="checkbox"/> Cannibalized (used for parts) | <input type="checkbox"/> Lost or Stolen* |

* Attach an explanation if reporting property as lost or stolen. Any property reported as lost or stolen with an original cost exceeding \$5,000 requires additional written justification for removal from inventory. Justification must include what actions have been taken to avoid future losses.

**Department's explanation and justification of estimated value (attach additional pages if necessary):

Request to Transfer to County Department: _____

Insert primary photo in the space to the right or attach it and any additional photos to the notification email along with this form.



Name and Signature of Submitting Department Head

Date

County Manager Signature (Authorizing Surplus)

Date

FINANCE DEPARTMENT USE ONLY

Non-vehicle property with limited or de minimis value or no value due to damage, etc.

	Date surplus was authorized and submitting department notified to dispose of property.
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Non-vehicle property valued at \$5,000 or less.

	Date notification of available asset provided to other departments.
	Deadline date for county departments to respond (14 days).
	Enter department requesting property transfer (if applicable) and obtain signature below.
	<i>If unclaimed</i> , enter date listed for sale and notification provided to public information officer. Relist as appropriate and attach documentation of listing and results.
	<i>If unsold after 45 days and property is to be offered to a local government or non-profit</i> , enter date notification provided to department to prepare public notice and resolution of conveyance. A sample resolution is available from UNC SOG.
	<i>If not offered to a local government or non-profit</i> , obtain county manager’s declaration signature below. Enter date notification provided to department.

Property Valued Greater than \$5,000 but less than \$30,000 and County-Owned Vehicles.

	Date notification of available asset provided to other departments.
	Deadline date for county departments to respond (14 days).
	Enter department requesting property transfer (if applicable) and obtain signature below.
	<i>If unclaimed</i> , prepare agenda item and enter date of Board approval to surplus.
	<i>If public auction is authorized</i> , enter date listed and notification provided to public information officer. Relist every 45 days until sold and attach documentation of listing and results.
	<i>If transference to a governmental unit or non-profit</i> , enter name of entity.

Property Valued at Greater than \$30,000.

	Date notification of available asset provided to other County departments.
	Deadline for county departments to respond (14 days).
	Name of department requesting property transfer (if applicable). Obtain signature below.
	<i>If unclaimed by another department</i> , prepare agenda item and enter date of Board approval. Type of sale authorized _____.
	Enter date of sale. Sold to _____.

Name and Signature of Receiving Department Head (if applicable)

Date

County Manager Signature (if applicable)

Date

(Declaring that the property has no measurable value to Granville County or to the public)

Finance Officer Signature

Date

(Certification that all County disposition procedures have been followed and the asset removed from the fixed asset list, if applicable. This form shall be retained with the fixed asset records.)