



## Granville County Personal Property Disposition Policy

Adopted November 6, 2023

### I. DISPOSAL OF PROPERTY

This policy<sup>1</sup> outlines the necessary steps to dispose of personal property owned by Granville County that, due to condition, obsolescence, or other factors, has been deemed surplus by the County in accordance with this policy. Items may be declared surplus once they become unusable or unnecessary for the functioning of county governmental operations. County department directors will send requests to the county manager for property to be deemed surplus utilizing the Notice of Surplus Property Form (**Addendum A**).

County employees wishing to obtain surplus property shall only do so by bidding on items through a public auction forum and/or following the same process available to the general public as set forth herein.

### II. DETERMINATION OF VALUE

The Board of Commissioners designates each department director to provide to the county manager a fair and reasonable valuation of any property recommended to be deemed surplus. Department directors shall provide an explanation and justification on the Notice of Surplus Property Form of the estimated value of the property being recommended as surplus.

### III. PROPERTY VALUED AT \$5,000 OR LESS AND NOT A VEHICLE

This policy and corresponding resolution of the Granville County Board of Commissioners adopted on Month xx, 2023 ("Resolution"), authorizes the county manager to deem property that is not a vehicle (as defined by NCGS §20-4.01) and which is valued at less than \$5,000 (as determined in accordance with this policy and as allowed by NCGS §153A-176 & §160A-266) as surplus. The county manager may dispose of any such surplus personal property in accordance with this policy and corresponding Resolution. Sales of property valued at \$5,000 or less and that is not a vehicle (as defined by NCGS §20-4.01) are to be listed and advertised for public auction on GovDeals or similar venue for the sale and disposition of government property ("Public Listing Venue").

Sales made in accordance with this Section III and the adopted Resolution may be done with or without published notice or any minimum waiting period and may be done without further approval from the Board of Commissioners. Sales may be advertised to the public via the county website and/or social media or any other method deemed necessary.

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<sup>1</sup> This policy does not apply to any property acquired by seizure, forfeiture, grant or otherwise, whose disposition is governed by other applicable law or agreement.

If the county manager approves and authorizes the department's recommendation that certain property is ready to be deemed surplus, is valued at less than \$5,000, and is not a vehicle (as defined by NCGS §20-4.01), follow the process outlined below.

- STEP 1: ***If the property is damaged to the point of being unrepairable or inoperable, reasonably considered to be trash, or whose limited or de minimis value as determined by the county manager makes further handling, disposition, or attempt to sell makes it impractical,*** the item may be disposed of at a Granville County solid waste disposal site or in the alternative, the disposition of such property may be done in accordance with Step 6 of Article III below. The department will notify the county manager using the Notice of Surplus Property Form and make arrangements to dispose of the damaged equipment. The notification shall include a description of the property, storage location, the asset tag number (if applicable), and a photo of its condition. Once approved for surplus by the county manager, the item can be disposed as herein set forth. *If the property still retains value, skip to Step 2.*
- STEP 2: ***If the property still retains value,*** it shall first be offered to other county departments to continue serving government operations. The department will notify the county manager that property is available for transfer using the Notice of Surplus Property Form. The notification shall include a description of the property, storage location, estimated value, the asset tag number (if applicable), and a photo showing its condition. The finance office will then notify all departments that an item is available for transfer. County departments will have 14 days to contact the finance office to request the property be transferred to their department. In making the request, the department director shall state intended use of the property. In the event multiple transfer requests are made by County departments, the county manager will determine the department to which to transfer the property. *If no requests are received within 14 days, proceed to Step 3.*
- STEP 3: If the property has been offered to other county departments and has not been claimed, the county manager may declare the item as surplus. *Once the item is declared surplus by the county manager, proceed to Step 4.*
- STEP 4: The finance department shall list the item for public auction on a Public Listing Venue or with prior written approval from the county manager, may list or sell the property by private sale or by any other means permitted under applicable law. Sales may remain active on the Public Listing Venue for 45 days and advertised to the public via the county website and social media or any other method deemed necessary. *If the item has not been sold after 45 days of advertising, proceed to Step 5.*
- STEP 5: If the property remains unsold after 45 days on the Public Listing Venue, the property may be offered to an approved governmental unit or non-profit as allowed by and in accordance with NCGS §160A-280 after the Board of Commissioners approves a resolution with a detailed description of the property ready for surplus. Consideration of a resolution of this type requires public notice at least five days in advance of the meeting. The department shall ensure all necessary notice requirements are met. A sample resolution is available from UNC SOG or county

administration. *If property remains unclaimed by governmental units or nonprofits, proceed to Step 6.*

STEP 6: If unclaimed after notification to eligible governmental units or non-profits, the county manager may now declare that the property does not hold any measurable value to Granville County or to the public and the county manager may in their discretion choose to distribute, donate, or dispose via a Granville County solid waste disposal site such property. The department will make arrangements to dispose of the valueless property. Through each step, the finance department will note the status on the Notice of Surplus Property Form.

#### IV. PROPERTY VALUED GREATER THAN \$5,000 BUT LESS THAN \$30,000, AND COUNTY-OWNED VEHICLES<sup>2</sup>

If the county manager approves and authorizes the department's recommendation that certain property is ready to be deemed surplus and the property is valued at more than \$5,000 but less than \$30,000 or is a county-owned vehicle (as defined by NCGS §20-4.01), follow the process outlined below.

STEP 1: The department will notify the county manager using the Notice of Surplus Property Form that there is property valued at greater than \$5,000 but less than \$30,000 or a county-owned vehicle that is no longer needed for government operations. The notification shall include a description of the property, storage location, estimated value, the asset tag number (if applicable), and a photo showing its condition. The property shall first be offered to other Granville County departments to continue serving government operations using the notification process outlined in Section III, Step 2 of this Policy. *If no requests are received within 14 days, proceed to Step 2 below.*

STEP 2: If the property is not claimed by another department, the finance department will notify the county manager and begin the disposal process by preparing an agenda item to be presented for the Board's approval. The Board may choose to sell the property at public auction via a Public Listing Venue or transfer it to an eligible governmental unit or non-profit as allowed by and in accordance with NCGS §160A-280. *If the property will be sold at public auction, proceed to Step 3. If the property will be transferred to an approved governmental unit or non-profit, proceed to Step 4.*

STEP 3: ***If a public auction has been approved by the Board***, the property shall be listed and active on a Public Listing Venue for 45 days and may advertised to the public via the county website and social media or any other method deemed necessary. The property shall be relisted on the Public Listing Venue every 45 days until it is sold. Pursuant to G.S. 160A-270(b) and for purposes of Section IV of this Policy, when it is proposed to sell personal property at public auction, the Board shall at a regular

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<sup>2</sup> Vehicles acquired through and/or subject to any agreement with Enterprise Fleet Management will be disposed of according to North Carolina Statute and are excluded from the requirements of this disposition policy.

board meeting adopt a resolution or order authorizing an appropriate county official to dispose of the property at public auction. The resolution or order shall identify the property to be sold and set out the information reasonably necessary to identify the terms of the sale. The resolution or order (or a notice summarizing its contents) shall be published at least once and not less than 10 days before the date of the auction. The notices required under Section IV for public auctions may be published solely by electronic means.

STEP 4: ***If the property will be transferred to a governmental unit or non-profit***, the Board must approve a resolution with a detailed description of the property ready for surplus. Consideration of a resolution of this type requires public notice at least five days in advance of the meeting. The department shall ensure all necessary notice requirements are met. A sample resolution is available from UNC SOG or county administration. Once the resolution has been approved, the finance department will proceed as described in the resolution of conveyance.

#### **V. PROPERTY VALUED AT GREATER THAN \$30,000**

If the county manager approves and authorizes the department's recommendation that property valued at more than \$30,000 is ready to be deemed surplus, follow the process outlined below.

STEP 1: The department will notify the county manager using the Notice of Surplus Property Form. The notification shall include a description of the property, storage location, estimated value, the asset tag number (if applicable), and a photo showing its condition. The property shall first be offered to other county departments to continue serving government operations using the notification process outlined in Section III, Step 2 of this Policy. *If no requests are received within 14 days, proceed to Step 2 below.*

STEP 2: If the property is not claimed by another department, the finance department will notify the county manager and begin the disposal process by preparing an agenda item to be presented for the Board's approval.

STEP 3: The property will be presented for surplus disposal to the Board of Commissioners who must authorize the sale in compliance with NCGS §160A, Article 12. The Board may elect to dispose of the item by advertisement for sealed bids (NCGS §160A-268), negotiated offer, advertisement, and upset bid (NCGS §160A-269), public auction (NCGS §160A-270), exchange of property (NCGS §160A-271), or lease or rental of property (NCGS §160A-272).

**Addendum A**  
**NOTICE OF SURPLUS PROPERTY FORM**

**Complete this form in its entirety and submit to the county manager with a copy also sent 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<br><input type="checkbox"/> Limited/de minimis value<br><input type="checkbox"/> Cannibalized (used for parts) | <input type="checkbox"/> Damaged<br><input type="checkbox"/> No Longer Needed<br><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 or county administration.
	<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.)