

CARMICHAEL WATER DISTRICT **Regulations Manual**

REGULATION TITLE: **Disposal of Surplus Property**

REGULATION NUMBER: **1020**

1020.10 The purpose of this regulation is to provide the guidelines to Carmichael Water District (District) staff regarding the disposal of surplus property of the District in the most economical and practical manner in the best interest of the District.

1020.20 Surplus property of the District will not be disposed of to an employee or Director (or spouse, dependent, or family member of an employee or Director) of the District.

1020.30 Surplus property whose value is negligible due to age, obsolescence, deterioration or wear may be disposed of for no consideration or recycled, provided that, surplus property will not be disposed of for no consideration to other than a non-profit organization.

1020.40 Surplus property with an estimated value of greater than five hundred dollars (\$500) may be disposed of on terms that are in the best interest of the District.

1020.50 Accounting will maintain written documentation of the disposal of all surplus property, including a description of the surplus property disposed of and the terms of disposition.

1020.51 All revenue received from the disposal of surplus property will be deposited in the General Fund. All costs associated with disposal of e-waste will be paid for through accounts payables.

1020.52 All fixed assets disposed of will be accounted for in the fixed assets, depreciation and other associated General Ledger accounts.