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| CHAPTER: | 1000 | Number: | 1095 | APRROVED: | 6.8.2021 |
| REPLACES: |  |
| Last Revised: |  | REVIEW: | 6.8.2021 |
| APPROVED: | A picture containing computer, dark, sitting, lit  Description automatically generated | Joe Hoffman, Medical Program Director |
| APPROVED: |  | John Oliver, Chair  |

1. **Purpose:**

 The purpose of the Surplus Policy is to provide a clear and concise guideline for the

 disbursement/disposal of all Kitsap County EMS & Trauma Care Council surplus property.

 KCEMS & TCC intends to maximize the use of all equipment and furniture. The surplus

 disbursement/disposal procedures that follow will ensure that the KCEMS & TCC property has

 provided a value beyond its worth and that its disbursement/disposal will be conducted in an

 equitable, efficient, and cost-effective manner.

 **II. Policy:**

 It is the KCEMS’ policy to receive the maximum amount of value from a piece of equipment or

 furniture. When it has been determined that no further value is to be realized by the Office

 Administrator through the utilization of a particular piece of equipment or furniture said item shall

 be declared surplus. Once declared surplus, items will be disposed of as outlined in the

 following procedures. The KCEMS Office Assistant has the primary responsibility to monitor

 compliance with this policy

 **III. Procedure:**

 **1. Surplus Declaration Process**

When it is determined by the user that an item has served its original purpose

 and no longer provides value to the department, this item shall be slated for determination of

# eligibility for the surplus disbursement/disposal program. A list of eligible items to be surplused/disposed of, will be kept by the Office Administrator. Periodically as needed, the list will be added to the KCEMS Council agenda for consideration. The list will be approved for surplus/disposal at the respective meeting through a motion and vote.

# 2. Surplus Disbursement/Disposal Program

#  A.Sale Process

#  1. The Office Assistant may choose to list surplus items for sale on a surplus site that best

#  fits the equipment being sold.

#  2. Proceeds will be deposited in the KCEMS checking account under the appropriate line

#  item in the budget.

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