

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>SURPLUS PROPERTY</b>	Original Issue Date: 5/8/78	Policy # <b>622</b>
	Supersedes: 10/22/19	Effective Date: 10/21/22
Departments Consulted: Facilities Management Finance Supply Chain Operations	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  (Signature on File) Chief Medical Officer  (Signature on File) Chief Executive Officer

## PURPOSE

To provide guidelines for the distribution of surplus property and to ensure compliance with the Auditor-Controller's directives.

The property could be scrap, surplus, broken, obsolete, or abandoned that can either be sold, Transferred (if other County departments would like the items), or retired equipment (capital asset and non-capital asset).

## POLICY

The LAC+USC Medical Center shall establish a clearinghouse for surplus property. The clearinghouse shall maintain lists of surplus property available from each facility/unit. Requesting units may inquire about surplus that may be of use to them. County surplus property shall be disposed of by each department. The disposal of County surplus property must be authorized in writing by the employee(s) designated and must be approved by the authorized department head.

## PROCEDURE

- The Property Control Office shall record quantities, descriptions, and County or serial numbers on all equipment prior to removal from any of the LAC+USC Medical Center facilities. This information shall be maintained for the necessary adjustments to the inventory records in compliance with the Auditor-Controller guidelines.
- Approval to remove property from any facility or its environment must be obtained from the responsible unit administrator.

**Due to lack of space in most facilities, the surplus property need not be saved for more than one month. Therefore, it shall be the Department's policy, to maintain the list of surplus property for a period of no longer than one month.**

**All property relocations shall be coordinated with the Property Control Unit.**

## RESPONSIBILITY

Administration  
Supply Chain Operations  
All Departments

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**PROCEDURE DOCUMENTATION**

Supply Chain Operational Policy W-026

**REFERENCES**

Auditor-Controller County of Los Angeles Fiscal Manual  
Internal Services Department (ISD)/ Purchasing and Central Services (PCS) County of Los Angeles Surplus Property Disposal Handbook  
DHS Policy Nos. 843, "Disposal of County Property" and 845, "Surplus Equipment and Supplies"

**REVISION DATES**

September 1, 1994; November 13, 1999; April 9, 2002; January 27, 2004; September 5, 2008; July 10, 2012; June 17, 2016; October 22, 2019, October 21, 2022