



**Los Angeles County Department of Health Services**

<b>Policy &amp; Procedure Title:</b>		Disposal of County Property	
<b>Category:</b>	800-899 Equipment, Services, Supplies	<b>Policy No.:</b>	843
<b>Originally Issued:</b>	8/15/1977	<b>Update (U)/Revised (R):</b>	10/01/2014 (R)
<b>DHS Division/Unit of Origin:</b>		Supply Chain Operations	
<b>Policy Contact – Employee Name, Title and DHS Division:</b> Gary McMann, Chief, Supply Chain Network			
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<b>Distribution: DHS-wide</b> <input checked="" type="checkbox"/>		<b>If not DHS-wide, other distribution:</b>	

**PURPOSE:**

The purpose of this policy is to establish guidelines for disposal of County property through sale bids, auctions, salvage and donations.

**POLICY:**

County Surplus property must be disposed of by each department. A listing of equipment to be disposed of should be prepared for review and approval by an appropriate level of management within the department. The disposal of County Surplus property must be documented by using the “Authorization to Dispose of Surplus Property” (635 Form) which is submitted by department head/designee of the requesting unit/location and submitted to the surplus equipment coordinator within Supply Chain Operations.

Surplus property should be separated from other equipment/capital assets and adequately safeguarded. The manager or supervisor approving the surplus equipment disposal listing should not have any purchasing or capital asset responsibility. Procedures will be strictly adhered to, and inventory records must reflect all changes relating to disposal and relocation of fixed assets. Equipment may be disposed of as:

1. Salvage – equipment beyond economical repair.
2. Surplus items – equipment functioning but no longer required in the Department.
3. Equipment items to be dismantled and used for parts.

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*The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*

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Revision/Review Dates:  
 Department Head/Designee Approval:

The Department shall not dispose of surplus equipment until it has been evaluated for use by other DHS departments.

No individual including a County employee may claim any County property for personal use or disposal. The actual disposal of County property is the responsibility of the Department Surplus Coordinator.

The Capital Asset Coordinator shall complete the CAS04/FD document and enter into the eCAPS system to record the disposition of an asset that has been declared as surplus to update the Capital Asset Inventory with the Auditor-Controller.

**REFERENCE(S)/AUTHORITY:**

California Equipment Code  
Los Angeles County Code  
County Fiscal Manual, 6.10.0  
ISD/PCS L.A. County Surplus Property Disposal Handbook  
DHS Policy 845 Surplus Equipment and Supplies