

# THE TOWN OF STOUGHTON

## Procedures for the Disposal of Supplies Valued at Less Than \$10,000

Pursuant to G.L. c. 30B, s. 15, the Town's procurement officer is required to dispose of tangible supplies that are no longer useful to the Town but have an estimated net resale or salvage value of less than \$10,000 using written procedures approved by the Town Manager. [G.L. c. 30B, s. 15] "Supplies" are defined as "all property, other than real property, including equipment, materials, printing, and insurance and further including services incidental to the delivery, conveyance and installation of such property." [G.L. c. 30B, s. 3]

The procedure for the disposal of supplies with an estimated net value of less than ten thousand dollars (\$10,000) shall be as follows:

1. The Department Head for each Town Department shall notify the Chief Procurement Officer or his designee (Procurement Office Staff) of any supply that is required to be disposed of under this Procedure. Prior to disposal under this Procedure, a supply must be declared to be no longer useful to the Town and the estimated net value of the supply must be less than \$10,000. Supplies that are to be disposed of and are valued at \$10,000 or more shall be disposed of in accordance with the provisions of G.L. c. 30B, s. 15.
2. The Town has determined the following shall be the procedures for disposal of surplus property.
  - a. Once notification has been made to the Procurement Office, a picture is taken of the objects and notification is sent out to Town Departments to determine if there is any interest in the item.
  - b. If there is no interdepartmental interest, then the item can be put out to auction via a public auction site following the advertising requirements under the law, the item will be sold to the person who offers the highest price, in the event that the highest bidder withdraws then the item will go to the second highest bidder.
  - c. If the item does not sell via the public auction then it will be either put out to scrap through a quote system, offered through a Free Recycling Site or offered to local civic organizations. If there is still no interest then it can be determined that there is no value to this item and it can be disposed of accordingly.
3. Each Town Department shall have a designated representative for the purpose of disposing of supplies that are estimated to be valued at less than \$10,000. The designated representative for each Town Department shall be the individual who is identified on the attached Schedule A. Schedule A may be amended from time to time by the Chief Procurement Officer in his or her sole discretion.
4. The Department Head shall provide the Chief Procurement Officer with a report detailing each such disposal, which shall include, at a minimum: (a) a descriptive list of all items or group of items disposed of; (b) the reason why each item or group is being disposed of; (c) the revenue received in connection with each disposal; and (e) a receipt showing that such revenue has been deposited with the Town Treasurer as provided in paragraph 4, below. The Chief Procurement Officer shall provide the Director of Finance and the Heads of those Departments that disposed of the supplies, with a summary report of the disposals and of the revenue received from such disposals at least annually.
5. All revenue from the disposal of supplies under this Procedure shall be deposited with the Town Treasurer for deposit in the general fund.
6. Notwithstanding the provisions of this procedure, the Town Manager as Chief Procurement Officer, unless otherwise prohibited by law, may dispose of a tangible supply no longer useful to the Town but having resale or salvage value, at less than the fair market value to a charitable organization which has received a tax exemption from the United states by reason of its charitable nature. G.L. c. 30B, s. 1.

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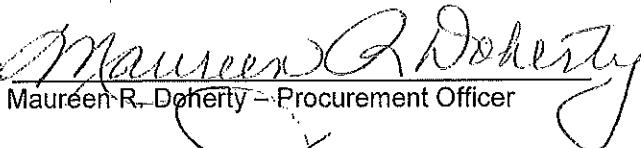
SCHEDULE A

<u>DEPARTMENT</u>	<u>DESIGNATED REPRESENTATIVE</u>
School Department	Department Head or Designee*
Department of Public Works	Department Head or Designee*
Building Department	Department Head or Designee*
Police Department	Department Head or Designee*
Fire Department	Department Head or Designee*
Stoughton Public Library	Department Head or Designee*
All other Departments	Department Head

\*Department Heads who elect to designate someone from their Department to be their designated representative for the purposes of this Procedure must notify the Chief Procurement Officer of their designee in writing.

Police Departments must auction unclaimed property pursuant to MGL c135 § 8

Reviewed and recommended by:

  
Maureen R. Doherty - Procurement Officer

Reviewed and approved by:

  
Michael Hartman - Town Manager

**Request for Disposal Form**  
**Declaration of Surplus Town Property**  
**Town of Stoughton**  
**Procurement Office**  
**10 Pearl Street**  
**Stoughton, MA 02072**

Date	
Department	
Contact person	
Telephone #	

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**Item information**

Date Purchased	
Make	
Model	
Reason for Disposal	

Print Name	Date	Signature
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Reviewed By Chief Procurement Officer (or designee)