

# Transfer of Surplus Property

# 5.2.1

## PURPOSE

The purpose of this policy is to document the appropriate process for the transfer of surplus City property from City departments to Public Works, the redistribution of surplus items to City departments from Public Works, and to record the transfer in the City's Inventory System for capitalized items.

For the purpose of this policy, "surplus equipment/property" is defined as any City-owned property that is unused, unwanted or no longer needed by a department, but does not include real estate. City-owned pieces of equipment that may be redistributed include, but are not limited to: file cabinets, tables, chairs, desks, bookcases, credenzas, partitions, other furniture, typewriters, desktop organizers, binders, and other office equipment/supplies. Capitalized City property is defined as any property which costs more than \$5,000 at the time of acquisition.

## AUTHORITY

City of San Jose Municipal Code (Section 4.16, Part 3)

## POLICY

Pursuant to the City of San Jose Municipal Code (Section 4.16, Part 3), the Director or designee of a City department or office may make the determination that any property of the City, under the jurisdiction or control of the department or office, is not needed or suitable for public use. That Department Director or designee may then transfer such property to the Public Works Department as "surplus property".

The Director of Public Works is authorized pursuant to the City of San Jose Municipal Code (Section 4.16, Part 3) to transfer surplus property to any City department for use exclusively for City business by that department. Any surplus items received by the Public Works Department that are deemed unsuitable for redistribution will be properly disposed (i.e. recycled, discarded, auctioned off, or donated to an authorized non-profit organization). Any capitalized property needs to be removed from the City's Inventory System at the time of transfer.

The use of City surplus property for personal use or gain is a violation of this policy and violators of this policy will be subject to disciplinary action up to and including termination.

**The removal of surplus property for the purpose of taking personal possession or ownership is strictly prohibited!**

## Transfer of Surplus Property

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### PROCEDURES TO TRANSFER UNUSED/UNWANTED CITY PROPERTY

- |                         |   |
|-------------------------|---|
| Authorized Employee     | <ol style="list-style-type: none"> <li>1. Contacts Public Works Department to request pick up of unused/unwanted items.</li> <li>2. Attaches form titled “Request for Transfer of Surplus Property to Public Works,” detailing the items for surplus including a description, serial number, inventory tag (if applicable), quantity, and condition. Notes on form and labels items if any of the items were exposed to hazardous materials, are inoperable, or are malfunctioning.</li> </ol>      |
| Public Works Department | <ol style="list-style-type: none"> <li>3. Schedules, organizes and facilitates pick up of unused/unwanted City property from applicable department (See Purchasing’s Intranet Site for details).</li> <li>4. Retains records (original forms) of all transfer of property transactions until property is transferred to another department or disposed of by City.</li> <li>5. Forwards copies of forms to Capital Asset Accountant in Finance to execute transfer of capitalized items.</li> </ol> |

### PROCEDURES TO OBTAIN CITY SURPLUS PROPERTY FROM PUBLIC WORKS

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|---------------------------------|---|
| Authorized Supervisory Employee | <ol style="list-style-type: none"> <li>1. Completes and signs form titled “Request for Transfer of Surplus Property from Public Works” by identifying specific needs and signs (see below.) Note, the supervisor must sign the form and acknowledge that surplus property will <b>be used for official City business only</b>. Submits form to the Department Director for approval.</li> </ol> |
| Department Director or Designee | <ol style="list-style-type: none"> <li>2. Reviews, approves and signs the Request for Transfer of Surplus Property form.</li> </ol>   |





**City of San Jose  
Public Works Department**

**Request for Transfer of Surplus Property from Public Works**

The purpose of this form is to properly transfer surplus items from the Public Works Department to another City Department or Division. By signing below, the supervisor and employee understand and agree:

- **They are requesting the items listed below for official City use;**
- **They are responsible for ensuring these items are safely transferred to the Department listed below;**
- **They may only use the items for official City business;**
- **Any personal use of City surplus property is prohibited;**
- **The removal of surplus property for the purpose of taking personal possession or ownership is strictly prohibited!**

*Instructions for Supervisor: Indicate the desired quantity of each item. Describe the items being requested for transfer (material, size, color, number of drawers, etc.) Use blank spaces to describe items not listed below. Sign and date below. Forward to Department Director or designee for approval.*

Quantity	Item Description

Supervisor Name (Print)	Employee ID#
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Supervisor Signature	Date
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Department Director/Designee Approval	Date
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Employee Authorized to Transfer Property (Print)	Employee ID#
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Authorized Employee Signature	Date
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Public Works Department Representative Signature	Date
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