

**Process for Surplusing County Property  
Excluding Vehicles/Heavy Equipment, Computers and Related Technology**

1. Designate someone in your department/division with the authority to request surplus.
2. Have the designated individual e-mail Stephanie Walker appropriate documentation including:
  - Department Name
  - Asset's Home Cost Center
  - Asset Tag # (if applicable)
  - Description of Item
  - Serial Number
  - Model/Year/Condition

3. If the asset has some salvage value, coordinate with Road Prison crew to take the asset to the basement of the Old Courthouse. If it has an asset tag, do NOT remove it.

If the asset has been broken, destroyed, stolen or otherwise has no value, take the asset to the landfill. Clearly notate in the e-mail that property will be trashed.

4. For items requiring Board approval for surplus, Management and Budget will compile the list and write the recommendation. The item will only be included on the list for surplus after it has been verified.
5. Management and Budget will notify the Clerk's Office that equipment has been removed from the County's list of assets.

*Management & Budget Services Use*

1. *Must keep an itemized inventory*
2. *Must figure out how to get rid of this stuff.*
  - *Auction with Pensacola Community Auction*
  - *Get a non-profit like ARC-Gateway to sell it*
  - *Have a garage sale*
  - *Donate some surplus to non-profits or other governmental entities*
  - *Haul it to the landfill.*