

Section 405-L: Procedures

DISPOSING OF SURPLUS UNITS

1. When a unit is replaced or otherwise permanently removed from service, report to Accounting that it is surplus and available for sale.
2. Include in each such report the following information for each unit reported:
 - City identification number (e.g., 9901)
 - Vehicle identification number (VIN)
 - License number
 - Model year (e.g., 2005), make (e.g., Ford), and model (e.g., F-350)
 - Description (e.g., one-ton truck)
 - Assigned department (e.g., Public Works)
 - Assigned program (e.g., Signal and Light Maintenance)
 - Acquisition year (e.g., 2004-05)
 - Estimated surplus value
 - Basis of estimated surplus value (e.g., blue book, previous auction proceeds)
 - Current odometer or hourmeter reading
 - Justification for replacement
 - Current location
 - Authorization to surplus (e.g., budget document that authorized replacement or other Council authorization to replace or dispose of the unit)
3. Finance Division will dispose of surplus vehicles in accordance Section 480 of the Finance Management manual.