

Delta Township Compiled Policy Manual

Title:	Surplus Property Policy
Adoption Date:	July 6, 2009
Revision Date:	December 21, 2009

General Purpose: The purpose of this policy is to insure the protection of Township assets and to provide guidelines to Township staff when considering proper disposal of surplus Township property. All property and equipment purchased with Township funds, donated to the Township, or acquired by the Township through other means is subject to the guidelines of this policy.

Surplus Property Disposal: No less than semi-annually, a list of property deemed “surplus” will be prepared by the Finance Director and presented to the Treasurer. The Treasurer will review the list and recommend to the Township Board both the list of surplus property and the most efficient method of disposal. Accepted methods of disposal include, but are not limited to: sale via sealed bid, sale via internet auction site, donation to charitable organization, and recycling.

Any proposed disposal of real property (buildings and land) must be reviewed by the Treasurer and ultimately approved by the Board of Trustees.

Any property of historical significance deemed “surplus” will be delivered to the Clerk’s Office for evaluation and possible preservation.

Unclaimed, Abandoned, or Lost Property

The Manager’s Office will establish a “lost and found” program. All unclaimed, abandoned, or lost items found on Township property will be turned over to the lost and found program.

Inventory Control

The Township does not maintain or account for inventories of supplies and materials. Items are expenses when purchased. The purchasing of items to be considered inventory is prohibited, without approval from the Township Manager. Township employees should refer to the purchasing policy prior to the procurement of goods.