



GENERAL PROCEDURE SURPLUS CITY PROPERTY & UNCLAIMED PROPERTY

A. GENERAL

As per Chapter 7, Section 2-7-04 (j), of the Turlock Municipal Code:

"The Purchasing Officer shall have the authority to recommend the transfer of surplus or unused supplies and equipment between department as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for City use".

B. PROCEDURES

The Purchasing Officer, under the authority of the City Manager, may dispose of surplus property by any of the following methods:

- 1) Assignment to a new department (Property Transfer)
 - a) List will be circulate within the department
 - b) Preview schedule will be announce
 - c) Property transfer

(With City Council Approval, for disposal of surplus items)

- 2) Sale to the highest bidder after announcement or advertisement
- 3) Public Auction
 - a) Items will sent to a Public Auctioneer, currently using Roger Ernest & Association of Modesto, California.