

Charter Township of Highland  
Equipment Disposal Policy  
Approved April 9, 2008

I. General Provisions

Under the provisions of this policy, the Township Supervisor, in his or her role as purchasing agent, is designated as the party authorized to approve requests for disposal of excess, obsolete or non-functioning equipment.

The individual or department head identifying equipment that is considered excess, obsolete or non-functioning shall forward an Equipment Disposal Request Form (see attached EDR form) to the Supervisor with appropriate descriptions of the equipment and its condition, documenting any information they have collected regarding repair and replacement costs, possible markets for sale or trade-in or recycling opportunities.

The Supervisor shall direct the Finance Department to determine whether the asset is included on the GASB fixed asset list and its book value, if any.

II. Disposition of Equipment

Equipment will be disposed of in the following manner:

At the end of every quarter, all equipment to be disposed of will be listed on the Township website and posted in the Township offices. Sealed bids will be accepted on the equipment for a period of two weeks, when bids will be opened by the Clerk's office. The highest bid will be accepted and payment will be required within seven days. Payment must be made in cash or certified check. If no bids are received on any piece of equipment, that equipment will be donated to a non-profit organization, recycled or disposed of, at the discretion of the Supervisor.

The Supervisor shall document the final disposition of equipment on the EDR form and forward the information to the Finance Department for record keeping.

The Supervisor shall choose a means for disposal that is environmentally sound and fiscally responsible. A list of possible recycling opportunities shall be maintained by the Supervisor's Office.

In the event that the excess equipment is a computer or electronic data storage device, the Computer Management Team shall remove all software and reformat the hard drive.

The Township will continue to seek sealed bids on its used vehicles through newspaper ads as well as other available means.