



FINANCIAL MANAGEMENT

04.01.06.P1 Disposal of Fixed Assets Procedure

Disposal of property through donation:

Property of PCCLD can be donated based on the following parameters:

1. Asset must be determined to be of no further functional use to PCCLD.
2. Asset must have no re-sale value, or be determined that it cannot be sold for a profit to PCCLD.
3. Asset must first be offered to a state agency or political subdivision of this state. This would include City and County agencies, Special Districts, Public Schools, and other governmental agencies.
4. Asset can be offered to local non-profit agencies, through an advertisement in the classified section of the Pueblo Chieftain. First respondent will be awarded the asset.
5. Asset cannot be offered as a donation to staff or private parties without offering it to the general public/taxpayers at large.