



FIXED ASSET DISPOSAL POLICY AND PROCEDURE
March 6, 2017

PURPOSE

The purpose of this policy and procedure is to outline requirements for disposing of SNRHA fixed assets. The term fixed asset refers to any tangible assets or property, ~~plant~~ and equipment.

POLICY AND PROCEDURE:

- A.) The Department Head must, first offer any usable items for transfer to other departments. The Department should circulate an e-mail to all department heads with a description of the item. If there is no need for the item(s) in other departments, the Department Head must seek approval for the write-off following the below policy and procedure.
- B.) If the item is inventoried and exceeds \$500 in resale value, obsolete, unusable, or being trashed the Department Head must request permission from the Deputy and/or Executive Director to write off the item. The Department Head must complete the Fixed Asset Disposal Form for submission. A detailed description, estimate of value (any back-up documentation for justification must be presented), and photograph of item must be attached to disposal form. This form must be submitted to procurement, and to the Deputy and/or Executive Director for approval prior to taking the item to the Board of Commissioners for write off.
 - a. Asset keys shall be turned in to Procurement at the same time that the form is submitted. Asset keys including blue fuel key must be turned over to Procurement (City of Las Vegas will charge \$25.00 if blue key is not returned)
- C.) Any item with a resale value under \$500, may be written off by completing the Fixed Asset Disposal Form by the Department Head, and getting Deputy and/or Executive Directors approval and signature. No board approval is required for an asset with a resale value under \$500
- D.) Once approval has been obtained by all parties, the Department Head must submit to the Board of Commissioners for write-off of the asset which exceeds \$ 500 in resale value. A copy of the request for disposal form, photo, and all other back up documentation should be included with this request.
- E.) Once the Board of Commissioners has approved the write off, the following procedure should be followed:

ASSET TO BE SOLD AT AUCTION (TNT AUCTION)

Asset shall be offered to the public through TNT Auction. TNT Auction holds a minimum of two (2) auctions per calendar year. All items to be sent to TNT Auction shall be submitted/delivered to Clark County Service yard a minimum of 30 days prior to scheduled auction date.

Vehicles/Equipment (hereafter asset)

- 2) Complete “Clark County, Nevada Vehicle/Equipment Turn-in Document” and submit to Clark County Automotive Services, to have asset added to TNT Auction list. NOTE: If the items below are not complete Clark County will invoice for any additional preparation charges.
 - a. Asset to have decals, vehicle number, official marking and license plates removed from the vehicle/equipment.
 - b. Asset number MUST BE written on upper right corner of windshield.



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- c. Asset must be cleaned out. Any specialized equipment be removed if applicable (i. e. tool boxes, utility boxes, lift gates, etc. to be used on a different asset).
- d. Asset must be stored at a secure location (11th Street or Flamingo) until at least 30 days prior to the next scheduled TNT Auction.
- e. Asset keys and asset title (if applicable) to be delivered to Clark County upon delivery of asset.
- 3) Deliver/tow asset to Clark County, Automotive Services at Stephanie and Flamingo. Clark County to invoice SNRHA for any tow charges.
- 4) Following the completion of the scheduled auction (5-7 days), Clark County Automotive Services Manager will submit a listing of SNRHA assets that were sold at TNT Auction including the amount it was purchased for.
- 5) SNRHA to receive check from Clark County within 30 days of auction completion.
 - a. Procurement to confirm funds and department allocations.
 - b. Procurement to make copy of check and hand deliver check to Finance for distribution to departments/properties.
- 6) Procurement to complete Fixed Asset Disposal Form and file in asset file.