



ADMINISTRATIVE POLICIES

SECTION:	Property Management		POLICY:	805
TITLE:	Donation of Personal Property		PROCEDURE:	
			ORDER:	
DEPT:	Finance		DIVISION:	
ADOPTED:	4/93	REVIEWED:		REVISIED: 11/95

**1.0 Purpose**

To establish policies and procedures to donate personal property to other government agencies and non profit organizations.

**2.0 General Policy**

General Services Department may donate personal property to other government agencies and non profit organizations based upon surplus property being available.

**3.0 Policy Guideline/Procedures**

- a. Personal property may be donated to other government agencies and non profit organization when surplus property is available and in such a manner as determined by General Services. Compensation may or may not be required dependent upon the value of the property as determined by General Services.
- b. County vehicles will not be donated with the exception of exchanges for goods or services by the Sheriff Department with other law enforcement agencies.

Adopted: 4/93  
 Reviewed: 11/95