

Town of Princeton
Policy on Disposal of Surplus Property

Adopted 8/10/2022

This policy complies with Massachusetts General Laws Chapter 30B which requires municipalities to adopt a written policy regarding the disposal of surplus property.

From time to time the Town of Princeton finds it necessary to dispose of materials, equipment, residue inventory or other items that are no longer required. The following procedures describe the process to be followed when disposing of surplus items. The intent is to establish reasonable control over usage, surplus and obsolete material handling, sale and disposition. This policy applies to all surplus items regardless of value. It does not apply to disposal of real estate. This policy applies to all Town departments, boards and committees.

Items taken into custody by the Princeton Police Department through statutory procedures i.e. drug, criminal and civil forfeitures pursuant to MGL Chapter 94c and 18 USC ss981-87, will be disposed according to state and federal law. Unclaimed property taken into possession by the Princeton Police Department will be auctioned according to MGL Chapter 135, s8.

Procedures

The Department Head will submit a written recommendation to the Chief Procurement Officer (CPO) that the item(s) are surplus to department needs and may be disposed of.

The Selectboard shall vote to designate the items surplus.

For surplus property valued at less than \$10,000 the CPO will advertise the items for sale on the Town website, or in the local newspaper, or by online auction as s/he deems in the best interest of the Town.

For surplus property valued at \$10,000 or more, the CPO shall dispose of the property in accordance with MGL Chapter 30B by sealed bids, or by public auction, including online auction.

Items that have only scrap value may be disposed of as the CPO deems appropriate.

At its discretion, the Town may either sell at less than fair market value or donate surplus property to a governmental entity or an organization which has Internal Revenue Service tax exempt status by reason of its charitable nature. For property valued at less than \$1,000 the CPO may exercise his/her own judgment. For property valued at \$1,000 or more the Selectboard must first approve the disposition.

Town of Princeton
Surplus Property Disposition Request

Department: _____ Date of Request: _____

Item to be disposed of: _____

Reason for Request: _____

Estimated Value of Item: _____

Method of Disposition: Under \$10,000 \$10,000 or more

- | | |
|---|---|
| <input type="checkbox"/> Advertise Newspaper | <input type="checkbox"/> Sealed Bids |
| <input type="checkbox"/> Advertise Website | <input type="checkbox"/> Public Auction |
| <input type="checkbox"/> Seek Informal Quotes | |

Description of Item: See Attached Fixed Asset Sheet
Description is as follows:
o Make/Model/Serial #: _____

Disposition Request

Department Head Signature Date

Disposition Approval

Purchasing Agent Signature Date

Chief Procurement Officer Use ONLY	
Method Used: _____	Date(s) Advertised: _____
Other Info: _____	
Sold to: _____	Amount sold for: _____
Date disposed of: _____	Receipt attached: _____