

Effective Date: 1/13/2016;11/29/2005; 8/1/1999, BOD Approved, Motion #99-045

Revised Date: 1/13/2016

Review Date:

North Sound Mental Health Administration

Section 4000 – Information Systems: Asset Disposal

Authorizing Source: Per NSMHA

Cancels: Fiscal Policy 3039.00

See Also:

Responsible Staff: IS/IT Administrator

Approved by: Executive Director

Date: 1/13/2016

Signature:

POLICY #4016.00

SUBJECT: ASSET DISPOSAL POLICY

In addition to the requirements of RCW 36.32.210, asset dispositions will be handled in the following manner. Each item shall include the reason for disposal, the date, and type of disposal.

1. Items purchased with grant funds will be disposed of in the manner set forth by the granting agency.
2. Items with no residual value shall be discarded as junk.
3. Items disposed of by trade-in for a like replacement product shall be recorded as trade-in. The trade-in value shall be noted on the vendor invoice and added to the acquisition cost of the like item acquired.
4. Items to be disposed of at auction shall record the sale price of the item on inventory records.
5. Items may be disposed of by donation only after the requesting organization or individual completes a Donation Request Form and submits that to the Executive Director. NSMHA Leadership shall review the request forms and make the determination to whom the items will be donated. The inventory records will be adjusted to show who the items were donated to.
 - a. All items disposed of by donation must go to benefit the public behavioral health system in the following priorities:
 - i. Providers
 - ii. Counties, or
 - iii. Other agencies serving people with a mental illness and/or substance use disorders.
 - b. Specific use of the disposed items must be detailed on the Donation Request Form.

ATTACHMENTS

4016.01 – Donation Request Form